

Label each part of the letter with the correct name.

1.

# Worldy Products

443 Calvin Drive, Youngstown NY 23785, (175) 364-7312

2.

June 14, 2005

3.

Mrs. Mary Acton  
Manager  
Clairvoyance Company  
3038 Fairway  
Dunaway OH 30847

4.

Dear Mrs. Acton:

5.

Welcome to the Worldy Products family. We believe you will be satisfied with our product lines, and we hope this will be a long relationship.

Our product line includes many valuable items that will be an asset to your company's sales. In the bathroom lines, we have many products that will assist a household in cleanliness. In the kitchen lines, our products have proven to be superior to the competitor products in value and usefulness. Our yard products have just taken a larger share of the market, and you may read an article in the Wall Street Journal regarding this. We have many new products that will meet your needs.

Thank you again for your membership. A new catalog has been included for your perusal.

6

Sincerely,

7

4 blank spaces

8

Larry Brown, CIO  
Sales & Marketing

9

MA

10

Enclosure

11

cc Sharon Lewis

### WORD BANK:

Recipient's/Inside address  
Sender's name  
Sender's signature  
Carbon copy  
Typist's initials  
Enclosure notation  
Body of the letter  
Date  
Letter head/sender's/return address  
Complimentary closing  
Salutation

Name \_\_\_\_\_

Date \_\_\_\_\_

## Parts of a Business Letter Worksheet 2b

**Directions:** Use the list of word choices to answer the following questions.

salutation	date	complimentary closing
signature	Inside/Recipient's address	Letter Head/return address/sender's address
writer's typed name	body	CC/PC
Enc/Enclosures		

1. \_\_\_\_\_ is the place for the writer to handwrite their name.
2. The recipient's name, company name, and address are called the \_\_\_\_\_.
3. The purpose of the letter is included in the \_\_\_\_\_.
4. Yours truly, is an example of a \_\_\_\_\_.
5. The last essential part of a business letter is the \_\_\_\_\_.
6. The \_\_\_\_\_ is when the letter is written.
7. The \_\_\_\_\_ is the address of the letter writer.
8. Dear Mr. Johnson is an example of a \_\_\_\_\_.
9. The \_\_\_\_\_ shows that a copy of the letter was sent to another person as well .
10. \_\_\_\_\_ shows that there is something else enclosed in the envelope that you need to look for.