

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
writers 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 _____.