

The Formal Letter

Review the parts of the letter. Identify the parts by dragging and dropping the labels in their correct places. Careful the sender and recipient are repeated on the envelope.

Recipient's Address

Stamp

Closing

Heading/ Sender's Address

Signature

Salutation

Recipient's Address

Sender's Address

Body

Instructions: Label the parts of the formal letter on the arrows.

← P. O. Box FH-106
Nassau, Bahamas

September 1st 2018

Mr. Henry Parker
Manager
The Park
P. O. Box N-1980
Nassau, Bahamas

← Dear Mr. Parker:

I received a new job offer and will no longer be able to work for The Park. I begin my new job on September 15th. Thank you for my time here.

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Regretfully,

←

Steve Rolle

P.O. Box FH 106
Nassau
Bahamas

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Mr. Henry Parker
Manager
The Park
P.O. Box 1980
Nassau
Bahamas

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