

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

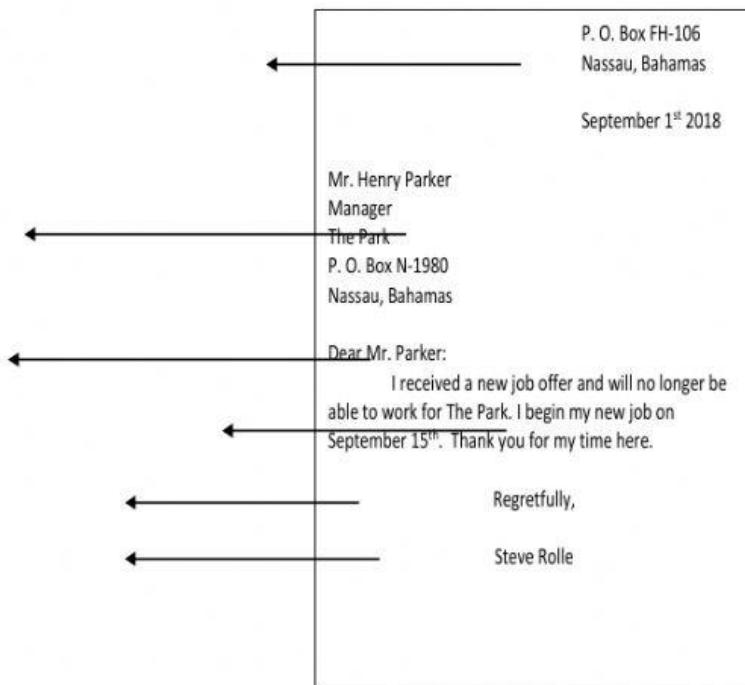
Salutation

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



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