

# ACTIVITIES 4.1

Direction : Which parts of a business letter do the following statements refer to?

**Re: In reply to your letter of June 28**

Thank you for your letter of June 28 regarding your interest in our products. We are one of the biggest suppliers of wooden furniture in Thailand.

Please find enclosed our current catalogue and price list, including detailed information about reference customers.

If you have any further questions, please do not hesitate to contact us.

1. This is where you can find out what the letter is about.

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**MS. CLAUDIA ALVES**  
71 Windy Road, Tasmania,  
New Town, Australia 7008

2. It comes after date, but before the salutation.

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Sincerely,

3. It appears just before the sender's signature.

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Dear Ms.Alves

4. It is a phrase used in a letter.

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**MORGAN MAXWELL**  
General Manager

5. This is where you can find the sender's position in their company.

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