

Name: _____

Date: _____

Parts of a Business Letter

Directions: Select a term from the box to complete each statement below.

| | |
|------------|-----------------------|
| date | complimentary closing |
| body | inside address |
| signature | return address |
| salutation | writer's printed name |

1. The _____ is the place for the writer to handwrite his name.
2. The recipient's name, company name, and address are included in the _____.
3. The purpose of the letter is stated in the _____.
4. "Yours sincerely", is an example of a _____.
5. The last line in 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 a _____.