

BUSINESS LETTER FORMAT

Instructions: Name each part of the Business Letter numbered 1 to 6. If a part had two names, put **BOTH** names in the box provided.

1.  { P. O. Box N-124
Nassau, Bahamas
22nd September 2021

Mr. John Rolle
Manager
Outback Steakhouse
P.O. Box N- 457
Nassau, Bahamas { **2.** 

Dear Mr. Rolle:  **3.** 

I am writing to -----

----- **4.**  -----

5.   Sincerely,
6.   Jim Dean