

Business Letter Format

Instruction: Name each part of the business letter numbered 1 - 6. Use the words provided below.

Salutation

heading

closing

body signature

Inside address

Grace Hill,
Montego Bay # 1 P.O.
St. James.
January 14, 2022

1.

Mr. Campbell
Managing Director
Tilworth Quarry
45 Rust Lane
St. Thomas

2.

Dear Mr. Campbell:

3.

As the president of the Yam Field Citizen's Association.....

4.

Sincerely,

5.

Mateo Miller

6.