

Business Letter Format

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

**Salutation
Inside address**

heading

closing

body signature

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

1.

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

?

Dear Mr. Campbell,

3.

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

Sincerely,

5.

Mateo Miller

6