

Match the business letter parts with the correct name

Recipient  
Address

Letterhead

Complementary  
close

Body

Salutation

Enclosure

Signature



**ARADOUS Company**  
P.O Box 547 – Phone: (00973) 555222  
Manama – Kingdom of Bahrain

17 March 2021

Mr. Abdulla Khaili  
Sales Manager  
P.O. Box 658  
Manama  
Kingdom of Bahrain

**Subject: Payments**

Dear Mr. Abdulla,

Please find enclosed a cheque for BD 160,000 (Account No. 1654) for the work carried out in reception area.

Thank you for your co-operation.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Hamad'.

Hamad Moh'd  
Chief Buyer

ENC. Cheque