

Business Letters & Envelopes

Identify the parts of the Business Letter

Body (text)

Closing

Date line

Enclosures

Name & Job Title of Recipient

Name & Job Title of Sender

Recipient's address

Salutation

Sender's address

Signature

Diagram illustrating the parts of a business letter layout:

- 1: Large rectangular box at the top (Header/Subject line)
- 2: Small rectangular box below 1 (Date line)
- 3: Small rectangular box below 2 (Salutation)
- 4: Small rectangular box below 3 (Body text)
- 5: Small rectangular box below 4 (Closing)
- 6: Large rectangular box below 5 (Body text)
- 7: Small rectangular box below 6 (Signature)
- 8: Handwritten signature (Signature)
- 9: Small rectangular box below 8 (Sender's address)
- 10: Small rectangular box below 9 (Sender's address)

Identify the parts of an Envelope

Diagram illustrating the parts of an envelope layout:

- 1: Small rectangular box at the top left (Name & Job Title of Recipient)
- 2: Small rectangular box below 1 (Name & Job Title of Sender)
- 3: Small rectangular box at the bottom left (Recipient's address)
- 4: Small rectangular box below 3 (Sender's address)
- 5: Small rectangular box at the top right (Stamp)

Name & Job Title of Recipient

Name & Job Title of Sender

Recipient's address

Sender's address

Stamp