Name _____ Date _____

Parts of a Business Letter Worksheet 2b

Directions: Use the list of word choices to answer the following questions.

salutation	date	complimentary closing
signature	Inside/Recipient's address	Letter Head/return address/sender's address
writers typed name	body	CC/PC
Enc/Enclosures		

1. _____ is the place for the writer to ***handwrite their name***.

2. The ***recipient's name***, company name, and address are called the _____.

3. The purpose of the letter is included in the _____.

4. ***Yours truly***, is an example of a _____.

5. The last ***essential part*** of a business letter is the _____.

6. The _____ is ***when*** the letter is written.

7. The _____ is the address of the letter writer.

8. ***Dear Mr. Johnson*** is an example of a _____.