

Name: \_\_\_\_\_ Date: \_\_\_\_\_

## Parts of a Business Letter

Directions: Select a term from the box to complete each statement below.

|            |                       |
|------------|-----------------------|
| date       | complimentary closing |
| body       | inside address        |
| signature  | return address        |
| salutation | writer's printed name |

1. The \_\_\_\_\_ is the place for the writer to  
handwrite his name.
2. The recipient's name, company name, and address are included in the  
\_\_\_\_\_.
3. The purpose of the letter is stated in the \_\_\_\_\_.
4. "Yours sincerely", is an example of a \_\_\_\_\_.
5. The last line in 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 a \_\_\_\_\_.