

ACTIVITIES 4.1

Direction : Which parts of a business letter do the following statements letter to?

Re: In reply to your letter of June 28

Thank you for your letter of June 28 regarding your interest in our products. We are one of the biggest suppliers of wooden furniture in Thailand.

Please find enclosed our current catalogue and price list, including detailed information about reference customers.

If you have any further questions, please do not hesitate contact us.

1. This is where you can find out what the letter is about.

MS. CLAUDIA ALVES

71 Windy Road, Tasmania,
New Town, Australia 7008

2. It comes after date, but before the salutation.

Sincerely,

3. It appears just before the sender's signature.

Dear Ms.Alves

4. It is a phrase used in a letter.

MORGAN MAXWELL

General Manager

5. This is where you can find the sender's position in their company.
