



Parts of a Business Letter

Worksheet



Name: _____ Class: _____ No.: _____

A

Read the business letter below. Match each part of the letter with the correct name from the word bank. Write the letter in the box provided.



Global Tech Solutions Co., Ltd.

123 Business Center, Bangkok 10110, Thailand
Tel. 02-123-4567 | www.globaltech.co.th

August 20, 2025

ABC Trading Co., Ltd.
456 Market Street
Bangkok 10400, Thailand

Dear Sir or Madam:

We are pleased to inform you that our company is launching a new line of wireless headphones this September. We would like to request a product catalogue and price list for your upcoming promotion.

Please let us know if you have any questions. We look forward to hearing from you soon.

Sincerely yours,

M. Johnson

Maya Johnson
Marketing Manager

Enclosure: Product Brochure



Word Bank

Inside Address

Body of Letter

Date

Signature

Complimentary Close

Letterhead

Salutation

Enclosure



WORKSHEET: ADDRESSING AN ENVELOPE

Instructions: Rearrange the address information into the correct order. Write the complete address on the lines.

คำชี้แจง: เรียงลำดับข้อมูลที่อยู่ให้ถูกต้อง แล้วเขียนที่อยู่ฉบับสมบูรณ์ลงในบรรทัด

Mixed-up information: • 110 Oxford Street • U.S.A. 94134-1034 • Mr. Mark Mussen • San Francisco, CA	Write the address in the correct order: _____ _____ _____ _____
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Mixed-up information: • Japan • Ms. Aiko Tanaka • Tokyo 100-0001 • The Office Administrator • Green Leaf Company • 3-2-1 Chiyoda	Write the address in the correct order: _____ _____ _____ _____
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Mixed-up information: • Canada • Toronto, Ontario M5V 2T6 • The Sales Manager • Brightway Trading Ltd. • 88 King Street West	Write the address in the correct order: _____ _____ _____ _____
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Remember: Name → Job title (if given) → Company → Street address → City/State/Postal code → Country

MATCH THE ABBREVIATIONS



Search on the Internet:
What do these words stand for?



คำชี้แจง: จับคู่คำย่อทางธุรกิจกับความหมายที่ถูกต้อง โดยเขียนตัวอักษรลงในช่องว่าง

Abbreviations

1. Co., Ltd.

2. Inc.

3. U.S.A.

4. Bldg.

5. Ave.

6. CA

7. P.O. Box

8. BKK.

Meanings

A. Avenue

B. Bangkok

C. Post Office Box

D. Building

E. United States
of America

F. Incorporated

G. California

H. Company Limited



Read carefully and match each abbreviation
with its full form!

