

Name _____



Date _____

Parts of a Business Letter Worksheet 1

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

salutation	date	complimentary closing
signature	inside address	return address
writers typed name	body	

1. _____ is the place for the writer to handwrite their name.
2. The recipients 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 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 _____.
9. Write your own formal business letter, using a separate piece of paper. Include ALL parts of a formal business letter and be sure it is in the correct format. There should not be any spelling or grammatical errors and it must be written in clear, concise language.

Parts of a Business Letter Worksheet 1

Teacher's answer key:

1 - Signature; 2 – Inside Address; 3 – Body; 4 – Complimentary Closing; 5 – Writers Typed Name; 6 – Date; 7 – Return Address; 8 – Salutation.

9. Make sure all of the components of a business letter are included in the correct place and order. There should not be any spelling or grammar errors, and letter must be neat and well organized in written thought.