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 the in correct format. There should not be any spelling or grammatical errors and it must be written in clear, concise language.
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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.