

Name \_\_\_\_\_



Date \_\_\_\_\_

## Parts of a Business Letter Worksheet 2

**Directions:** label each part of the business letter by writing the word on the blank line.

Ms. Emily Smith  
6999 Main Street   ▶ ( \_\_\_\_\_ )  
Chicago, IL 88998

January 2, 2000   ▶ ( \_\_\_\_\_ )

Mr. Sam Jones  
President  
KR Toys           ▶ ( \_\_\_\_\_ )  
3444 Elm Drive  
Wichita, KS 66500

Dear Mr. Jones:   ▶ ( \_\_\_\_\_ )

This letter is to inform you of a problem I have had with a toy that I purchased at your store.           ▶ ( \_\_\_\_\_ )

I purchased a karaoke machine at your store on December 20, 1999. It was to be used for a New Years Eve party that my family had for some of my friends. That evening, before the party, we plugged in the machine and set it up. When I first tried to test the machine, the CD started to play sound, but there were no words on the screen. We read the directions and tried other CD's, but the machine never worked.

As you may guess, the party wasn't the same without a karaoke machine. Therefore, I wanted to write this letter to let you know what happened, and to ask that you use brands that are more reliable than the one that I purchased.

Thank you very much for your time.

Sincerely,                   ▶ ( \_\_\_\_\_ )

*Emily Smith* ▶ ( \_\_\_\_\_ )

Emily Smith               ▶ ( \_\_\_\_\_ )