Provide labels for the parts of this business letter by placing correct answers in the blanks provided beside each “part”.

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

230 Glendale Ct.

Brooklyn, NY 11237-3721

2.

February 15, 2007

Ms. Julie Hutchinson

1825 Melbourne Ave. \_3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Flushing, NY 11367-2351

4.

Dear Julie

9.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

It seems like years since we were in Ms. Gerhig’s keyboarding class. Now I wish I would have paid more attention. As I indicated on the phone, I am applying for a position as box office coordinator for one of the theaters on Broadway. Of course, I know the importance of having my letter of application and resume formatted correctly, but I’m not sure that I remember how to do it.

Since you just completed your business education degree, I knew where to get the help I needed. Thanks for agreeing to look over my application documents; they are attached. Also, if you have any suggestions for changes to the content, please share those with me too. This job is so important to me; it’s the one I really want.

Thanks again for agreeing to help. If I get the job, I’ll take you out to one of New York’s finest restaurants.

5.

Sincerely

6.

Rebecca Dunworthy

7.

kb

8.

Enclosure

10. How many times should you enter after the date and in the signature block? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_