Name: Student Name

Personal Business Letter Parts

Use cut and paste to re-order the Random Letter Parts in the first column in the correct order in the second column. Use the notes on your Letter Guide worksheet to correctly determine the order. When finished, the left column should be empty and all parts should be listed in the correct order on the right. Save the document to your H: drive under the same name, print it and put it in your folder.

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| **Random Letter Parts** | **Letter Parts in Order** |
| **Body or Message** - The body should contain at least two paragraphs, even if the second paragraph is only one sentence. | **Return Address**  - The address of the person who is sending the letter. This letter part is not necessary if using letterhead that includes the sender’s address. The date immediately follows the return address. |
| **Signature Line** – The writer’s name and job title are typed below the complimentary close. | **Letter Date** – The date the letter war written. Every letter should carry a date line because it is important both to the reader and the writer. |
| **Complimentary Close** – It is important to match the tone of the closing with that of the salutation. | **Inside Address** – The inside address should have the name of the person addressed, his or her title or position, the name of the company, and the address. |
| **Letter Date** – The date the letter war written. Every letter should carry a date line because it is important both to the reader and the writer. | **Greeting/Salutation** – The salutation should contain the name of the person you are addressing. If you do not know the person’s name, use the job title. It is very important to spell the person’s name correctly. |
| **Inside Address** – The inside address should have the name of the person addressed, his or her title or position, the name of the company, and the address. | **Body or Message** - The body should contain at least two paragraphs, even if the second paragraph is only one sentence. |
| **Return Address**  - The address of the person who is sending the letter. This letter part is not necessary if using letterhead that includes the sender’s address. The date immediately follows the return address. | **Complimentary Close** – It is important to match the tone of the closing with that of the salutation. |
| **Salutation** – The salutation should contain the name of the person you are addressing. If you do not know the person’s name, use the job title. It is very important to spell the person’s name correctly. | **Signature Line** – The writer’s name and job title are typed below the complimentary close. |