### Parts of a Business Letter Worksheet 1

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

<table>
<thead>
<tr>
<th>salutation</th>
<th>date</th>
<th>complimentary closing</th>
</tr>
</thead>
<tbody>
<tr>
<td>signature</td>
<td>inside address</td>
<td>return address</td>
</tr>
<tr>
<td>writers typed name</td>
<td>body</td>
<td></td>
</tr>
</tbody>
</table>

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 page. 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.
Mississaga St. E,
Ontario Provincial Police
Career Development Bureau
Human Resources Section - Recruitment

Current Date

To Whom It May Concern:

Please consider my application for a part-time position as front desk clerk with the Ontario Provincial Police. John Barry, an assistant manager, is a neighbour and he mentioned that the O.P.P. would be hiring part-time workers in the new year.

While attending high school, my extracurricular experiences have included playing basketball and volleyball for the school teams as well as one year in the chess club. My communication and organizational skills are above average. I would enjoy working in a customer service role. I would have no difficulty making change for customers.

Last summer, I worked at Harvey's Restaurant doing general maintenance and counter help. My service and communication skills are above average and I work well in a team situation. I would appreciate the opportunity to meet with you to discuss my qualifications outlined on the attached resume in further detail.

You can reach me to arrange an interview at (705) 326-5566. I look forward to your response.

Yours truly,