

PARTS OF A BUSINESS LETTER

The **heading** gives the writer's complete address and the date.

The **inside address** gives the recipient's name and address.

- Call the company if you are not sure of addresses or spelling so that your letter has the correct information.

The **salutation** begins with the word "Dear" and ends with a colon, not a comma.

- If you cannot get the person's name, use "Dear" plus the person's title, such as "Dear Personnel Manager."

The **body** consists of single-spaced paragraphs with double spacing, not indents, between paragraphs.

- If the body goes to a second page, put the recipient's name at the top left, the number 2 in the center, and the date at the right margin.

The **complimentary closing** includes phrases such as "Sincerely" or "Yours truly" followed by a comma.

The **signature** includes both the writer's handwritten and typed name.