**LABEL THAT LETTER**



Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class Period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Directions:***

* Label the parts of the personal business letter. Place your answers in the space provided.
* Key the personal business letter using word processing software with open punctuation. Use correct spacing and formatting.
* Save the file as “Label that Letter”.

Complimentary Close Letter Address Salutation

Writer’s Name Return Address Body

6618 Madge Lane

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

Fuquay-Varina, NC 27526

May 2, xxxx

Darrell McFadden

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

4600 Hamilton Road

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

Apex, NC 27539

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

Dear Mr. McFadden

Thanks again for agreeing to tutor Johnny on Tuesdays and Thursdays. I think the extra help will allow him to improve in all of his classes. You mentioned that you might need the Power Point software package during your tutoring session. I think this would be great! Power point is installed on each of our personal computers.

I will plan to introduce the program to Johnny on Monday. Please contact me if you have any questions or concerns about the tutoring sessions. I look forward to seeing you on Tuesday.

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

Sincerely

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

Ms. Wellington