

Major Parts of a Letter



2. Return Address-the address of the person writing the letter.



168 Dansey Drive
Raleigh, NC 27614
12/8/2008

Pactolus School
1339 Mackie Lane
Asheville, NC 32324

Dear Sir:

I (a person) am writing to you, Mountain Furniture Company (a business) to demonstrate how to write a personal business letter. Every personal business letter is the same in this regard because they are always from a person to a business. In the business world, it is appropriate to type the word "Enclosure" after the typist's initials. When the person receives this letter and sees the word "Enclosure" at the bottom, they will know to look in the envelope for something in addition to the letter.

Sincerely,

Your Name

ks