

## LETTER WRITING

### What Are the Two Types of Letters?

There are two **types** of letters, **friendly letters** and **business letters**. In a **friendly letter**, there are **five** parts: the heading, the salutation, the body, the closing, and the signature.

In a **business letter**, there are **six** parts: the heading, the inside address, the salutation, the body, the closing, and the signature.

### Friendly Letters

The **heading** of a friendly letter is written in the upper right corner and contains three **lines of information**. The **first line** contains the writer's address. The **second line** contains the writer's city, state, and ZIP code, while the **third line** contains the date.

The **salutation** **salutation**, or **salutation** in a

The **main part**

The **part of a fri**

The **first word in the closing** of a friendly letter is capitalized. A comma follows the **closing** in a friendly letter.

The **last part** of a friendly letter is the **signature**. The signature of a friendly letter is written **under** the closing.

### Business Letters

A **business letter** can be written in **block form** or **modified block form**.

The **inside address** of a business letter contains the **name and the address** of the person or company to whom you are writing.

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ne first word in the  
na follows the

led the **closing**.

## Try This!

- 1] What punctuation mark follows the **salutation** in a business letter?
- a] period
  - b] question mark
  - c] exclamation point
  - d] colon
- 2] What would be an **appropriate closing** to use in a business letter to the chief executive officer of Xerox Corporation?
- a] Love
  - b] Sincerely
  - c] Missing you
  - d] Your friend



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