Business Letter Quiz

Label each part of the letter below and identify the correct spacing between parts by using SS, DS, TS, or QS.

1)XXXXXXXXXXXXXXXXX

2)XXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXX

3)XXXXXXXXXXXXXXXXXXXXXXXXXX

4)XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
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5)XXXXXXXXXXXXXXXXX

6)XXXXXXXXXXXXXXXXXXXXXXX, XXXXXXX

7)XX

8)XXXXXXXXXXXXXXXXXXXX

1)__________________________ 2)______________________________
3)__________________________ 4)______________________________
5)__________________________ 6)______________________________
7)__________________________ 8)______________________________