**Parts of a Business Letter**

**Directions:** label each part of the business letter by writing the word on the blank line.

Ms. Karole McGrew

800 Raider Drive 1. **(\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)**

McConnelsville, OH 47356

February 11, 20XX 2. **(\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)**

Mr. Sam Jones, President

KR Toys 3. **(\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)**

3444 Elm Drive

Wichita, KS 66500

Dear Mr. Jones: 4. **(\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_)**

This letter is to inform you of a problem I have had with a toy that I purchased at your

store. 5. **(\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)**

I purchased a karaoke machine at your store on December 20, 20xx. It was to be used for a New Year’s Eve party that my family had for some of my friends. That evening, before the party, we plugged in the machine and set it up. When I first tried to test the machine, the CD started to play sound, but there were no words on the screen. We read the directions and tried other CD’s, but the machine never worked.

As you may guess, the party wasn’t the same without a karaoke machine. Therefore, I wanted to write this letter to let you know what happened, and to ask that you use brands that are more reliable than the one that I purchased. Thank you very much for your time.

Sincerely, 6. **(\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)**

\_\_\_\_\_\_\_\_\_\_ 7. **(\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)**

Emily Smith 8. **(\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)**

Km 9. (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)