**Parts of a Business Letter**

**Directions:** Type Letter #1 as shown, changing the initials to your initials and the footer to your nameand period. Letter #2 needs to be formatted like the first letter. You should include your initials and your name.

LETTER #1

Your Street Address

City, Street Zip code

Current Date (Press *Enter* three times)

Anytown, Inc.

1234 Anytown Street

Anytown, TX 77123

Dear Mr. Banks:

Your question about the effects of word processing equipment on keying accuracy is a good one.

A major weakness of those who take employment tests is their inability to detect and correct the errors they make. Therefore, we suggest that employee training should emphasize proofreading and correcting errors rather than error-free initial input.

A grading system rewarding efficient proofreading and correcting skills instead of penalizing errors on initial input is worth your serious consideration.

Sincerely yours,

(First and Last Name)

Employment Office Manager

LETTER #2

Your Street Address/City, Street Zip code/Current Date

Anytown, Inc./1234 Anytown Street/Anytown, TX 77123

Dear Mrs. Smith

Congratulations! You are now the sole owner of the car you financed through our bank. We also want to say thank you for choosing us to serve your credit needs.¶ The original Certificate of Title and your Installment Loan Contract marked “Paid in Full” are enclosed. These papers are evidence that you have fulfilled all the obligations of your automobile loan. File the papers in a safe place with your other important records. ¶ The promptness with which you made all monthly payments gives you a preferred credit rating at our bank. Please let us know when we may be of service to you again.

Cordially / Your Name/ Vehicle Loan Department/ hq/Enclosures