

Name : _____

Date : _____

Business Letter

Directions: Identify the structure of business letter below with the answer key in the box.

Mr. John Carter 456 Oak Avenue Springfield, ST 12345	_____	Sunshine School Supplies 123 Main Street Springfield, ST 12345 February 11, 2025
Subject: Special Discount on School Supplies	_____	_____
Dear Mr. Carter,	_____	
I hope this letter finds you well. We are excited to inform you about a special discount on our school supplies for the upcoming school year. Sunshine School Supplies is offering a 15% discount on all notebooks, pens, and backpacks until March 15, 2025. We understand the importance of having quality school materials, and we want to make sure every student is well-prepared. You can visit our store at 123 Main Street or check out our website at www.sunshinesupplies.com to explore our products. If you have any questions, please feel free to contact us at (555) 123-4567. We look forward to serving you.		
Sincerely, Emily Thompson Sales Manager Sunshine School Supplies	_____	_____

Header	Subject Line	Recipient's Information
Closing	Salutation	Body