



How you set out your letter is important. This is a layout of a letter but the different parts of the letter have been replaced with boxes. You have to decide what should go in each box. Choose from the list below. One has been done for you as an example.

		Choose from this list: opening sentence (reason for writing) greeting / salutation (Dear...) date signature receiver's name and address sender's name company logo I look forward... main body of text sender's title indication of an attachment subject heading Yours ... closing sentence (request for action)
