

Section - 3

Ans - 2 → Structure of Business letter includes the following

- ① Letter head → A Letter head shows the exact location, telephone, fax number and website information.
- ② Date → Letter should mention the date on which they are written.
- ③ Reference → Reference facilitates the writer and the receiver to understand the context and to locate the matter fast.
- ④ Inside address → Inside address is the address of the person or them to whom we are sending the letter.
- ⑤ Subject line → In subject line the topic or subject of the letter is written.
- ⑥ Salutation → Salutation are the words by which the writer of letter address or greets the recipient.
- ⑦ Body → The body of the letter is heart.
- ⑧ Complimentary close → Beginning one line after the body, the first letter of complimentary close is capitalized.
- ⑨ Signature → Signature means to write our name as we sign it.