

Business Letters

Business letters, business letters,
Oh, they are so great!
Start out with the **return address**,
Followed by the **date**.

Inside address is the person
Who you're writing to.
Salutation is the greeting,
With a colon, too.

The **body** is the special part
Where your message lies.
Followed by the **closing**,
That is where you say goodbye.

The **printed name** is necessary
And something you need,
Just in case your **signature**
Is very hard to read.