

Parts of a Letter

**Heading/
Return
Address**

Bobby Smith
1806 Red Rd.
Whatville, NY 10012

Date

March 10, 2010

**Inside
Address**

Mr. Will Brown
Chamber of Commerce
P.O. Box 123
Any City, FL 33540

Salutation

Dear Mr. Brown,

Body

I am studying your city for a social studies report and I am writing to request information about your area. Please send me maps, travel brochures, and any other information you can share.

Closing

Sincerely,

Signature

Bobby Smith

Bobby Smith