

# Parts of Email

- From
  - To
  - CC (carbon copy)
  - BCC (bi-carbon copy)
  - Date
  - Subject
  - Opening
  - Body
  - Closing
  - Signature Block
  - Attachments
- Date
  - Sender's Address
  - Insider Address
  - Salutation
  - Body
  - Closing
  - Enclosures
  - Typist Initials

## Business Letter