

Name: _____

Date: _____

Business documents

B Z S A X L X J C Q K K M D V J I F R S Y L H S
L Y C D K N C B O Y A C Q U A I N T A N C E S Y
C J O D G G W P F O J J V R E C I P I E N T H L
I W M W U Z Z I G V B A U J W M F A L M D R E O
W W M T W O G X F O R M A L X I X O B D L J J Q
D R U J R X K J V Q L M D O H H R D D X W C T X
H I N A G P Z X L X J L Y K Q L E T T E R S W D
U T I U L F C L O S I N G R E M A R K S D F Z I
N T C M E S S A G E S K S B Y J E J Z U O A T H
O E A Y D W A D R Z E Z A R R W R W M E C A S G
F N T I L Q K L N O N P R E X S C U U P U B O N
F N I Q A C P S O B D E Q O B A P X A D M Y G J
I T O M P P X C A P E R S O N A L N U B E L O L
C B N V L T L P N T R K Y P V E N S O C N S U G
I L V N Q F V D T O W G M A C M Y K Z D T S C F
A R Y J A C T I V E C H F S L R T R I R S B Y U
L M S S A D D R E S S F P S P R E S C R I B E D
S C T G E M P R O F E S S I O N A L C K J T Q H
T Y R Q R O C L Y X T A N V F J F K F O B Z C N
Y J J W O E U N O P L P S E V H L K N R P U I F
L T I N F O R M A L Q A R E F E R E N C E I D V
E A O R O R W Z R E Q U E S T I N G G O V J P O
Q X B B S Z V M Q V R G R E E T I N G S H Y B U
P I L F R I E N D L Y Q Y K V C H Y T K U L W N

Unofficial style
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Letters

Communication
Reference
Friendly
Message
Active