

## Letter Hokey Pokey Words

You type the **Return Address** first

You return one time

You type the **Date** next

You return four times

**Chorus--You do the Hokey Pokey and you turn yourself around  
That's what it's all about!**

You type the **Letter Address** and

You return two times

You type the **Salutation** next

You return two times

**Chorus**

You type the **SUBJECT LINE** now

You return two times

You type the **Body** next

You return two times

**Chorus**

You Single space the **Paragraphs**  
and double between

You type **Complimentary Close**

You return four times

**Chorus**

You type the **Writers Name** and

You return two times

You type the **Reference Initials**

You return two times

**Chorus**

You type the **Enclosure Notation** and

You return two times

You type the **Copy Notation** and  
that is the end.

**Chorus**