



Writing Business Letters With a Personal Touch More Than 340 Sample Letters

Deborah Sharp

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Features of the book include: Over 340 annotated sample letters covering the entire range of business situations - letters that will go to work for you immediately. Sections on how to build your own letters-with detailed, step-by-step examples for composing letters that encourage action. Do's and Don'ts-advice on specific techniques and phrases that can work for you, or against you. Easy-to-use checklists to help you make sure your letters will have the desired effect.

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