



Model Business Letters, Emails and Other Business Documents

By Shirley Taylor

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Language: English . Brand New Book. For anyone who wants to communicate effectively in business, this is your complete reference guide for any form of written communication. Packed with over 500 sample documents, over 100 tips for better business writing and useful templates you can apply to your writing immediately, Model Business Letters will help you put the key rules of good business writing into action.

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This publication is great. It is full of wisdom and knowledge You will not really feel monotony at any time of the time (that's what catalogs are for relating to when you ask me).

-- *Dr. Everett Dicki DDS*