



300+ Successful Business Letters for All Occasions (2nd Edition)

By Bond, Alan

Barron's Educational Series, 2005. Book Condition: New. Brand New, Unread Copy in Perfect Condition. A+ Customer Service! Summary: back cover] 300+ SUCCESSFUL BUSINESS LETTERS FOR ALL OCCASIONS - Second Edition Business letters continue to hold an essential place in today's business, financial, and marketing worlds, despite the popularity of e-mail, cell phones and other new ways of communicating. This revised, up-to-date book shows you how to set up correct formats for business letters of different kinds, then offers instruction on writing clear and concise letters for every imaginable occasion. They include letters of inquiry, credit letters, dunning letters, congratulatory letters, business announcements, and invitations to business functions, among many others. You'll also find a helpful selection of sample letters that you can adapt and personalize for your own uses. " New in this edition--instruction on effective e-mail correspondence.

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