

Business Letter Handbook - Michael Muckian

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The Business Letter Handbook contains hundreds of ready-to-use model business letters that you can adopt for your own business correspondence! These clear, easy-to-follow sample letters cover the most important types of business correspondence: proposals and requests for bids or information; claims, complaints, and policy statements; sales and solicitation letters; and many more! They'll make your business communications quicker, easier, and more efficient by showing you how to create outstanding letters that get your point across--and get the results you want. Author: Muckian, Michael Publisher: Adams Media Illustration: N Language: ENG Title: Business Letter Handbook Pages: 00256 (Encrypted PDF) On Sale: 2010-10-30 SKU-13/ISBN: 9781558506145 Category: Business & Economics : Business Communication - General

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