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Business Letters Memos Kendall Hunt Publishers

Chapter 9: Business Letters & Memos 293 Introduction Business letters are formal documents that convey information predominately to external stakeholders. The most common business letter styles are the block style and modified block style. The three business letter strategies are the direct strategy, indirect strategy, and persuasive strategy.

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Sample Format for Writing a Letter thebalancecareers.com

The following sample letter format includes the information you need to include when writing a letter, along with advice on the appropriate font, salutation, spacing, closing, and signature for business correspondence.

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