Letters for all Occasions

By Kapil Kumar

Lotus Press Publishers & Distributors, 2014. Softcover. Book Condition: New. First edition. It is always said that letter is an art and everyone must understand this art. This was the inspirational thought in coming out of this book. This book tells many aspects of letter writing. The book starts from the introductory chapter which tries to make a reader understand what letter writing is and how one has to follow certain rules which are mandatory in writing a letter in English. From the next chapter to the last one, there are many categories of letters which are given and sample letters are shown which can be tremendous importance everyone. Thought there are many types of letters written in different occasions, we have selected some of the most common categories in this book. some of the main categories which has been covered in this are person to person letters, business letters, congratulating and confirmation letters, condolence letters, letters related to customers, apology letters, acknowledge letters, denial letters etc. The scope of letter writing and the categories cannot be summed up in one book but this book tries to cover as many fields as possible of letter writing. Many letters which do...

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