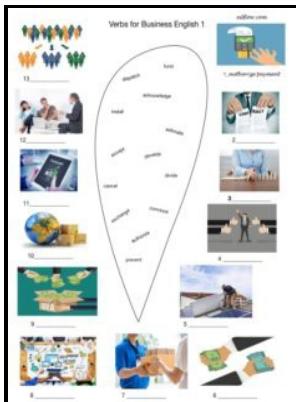


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It also requires some creativity.

worksheets

If you decide to copy and modify any of these letters for your own use, make sure you are choosing the right words. Should you do them all or select a few? This vocabulary is important because all jobs require efficient use of time and resources.

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Business English Course

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Sample Business Letters

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