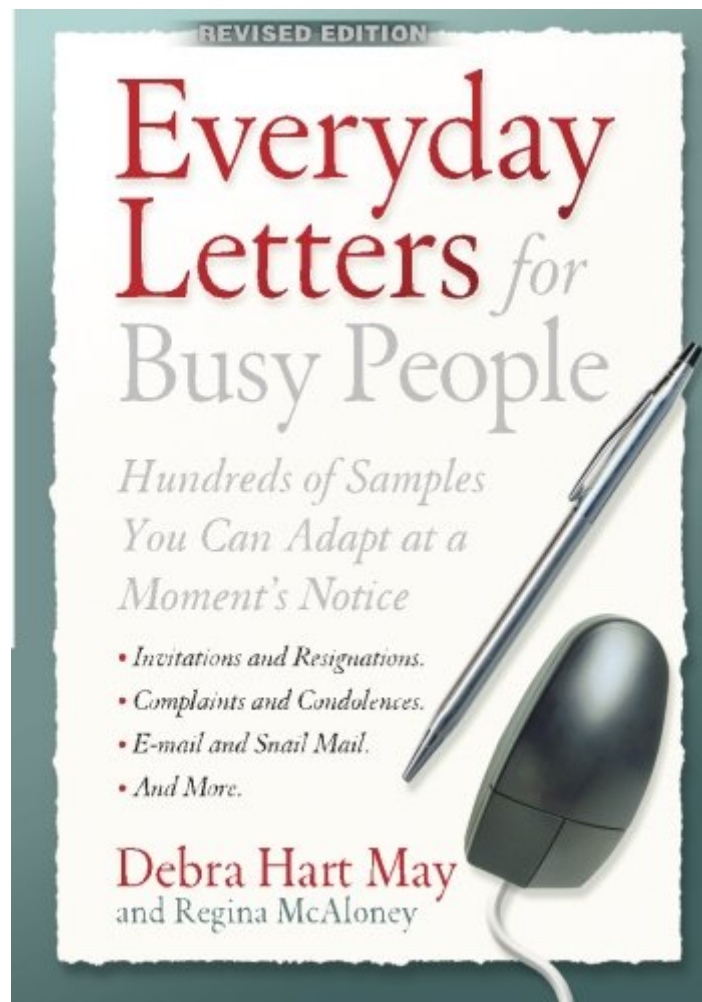


# Everyday Letters for Busy People, Revised Edition PDF



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Here are hundreds of tips, techniques, and samples that will help you create the perfect letter (or e-mail!) no matter what the occasion or circumstance, or how little time you have. In no time, you'll be writing the kind of letters that get action, build relationships, ease tense situations, and get your message across. This book includes a wide variety of sample letters you can use or adapt at a minute's notice, with: Business letters Complaint letters Community action letters Job-search letters Letters to government officials and agencies Thank-you letters And more This book also includes a new section on how to write concise, polite, and effective e-mails easier and faster than ever! It will help you to create the sharpest interview follow-up, the kindest thank you, the most heartfelt condolence, and the most effective complaint letter.

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