



Instant Business Letter Kit - How to Write Business Letters That Get the Job Done - Third Edition

By Shaun Fawcett

Final Draft!, United States, 2013. Paperback. Book Condition: New. 3rd. 278 x 208 mm. Language: English Brand New Book ***** Print on Demand *****.Instant Business Letter Kit - 3rd Edition is a comprehensive business writing style guide and toolkit for the writing of ALL types of business letters. The more than 275 pages in this Kit combine how-to tips, tricks, pointers, and information, with 149 fully-formatted real-life letter and form templates that you can download into your word processor. The book contains a Special E-mail Address at which OWNERS CAN ORDER A FREE SET OF ALL 149 TEMPLATES BY E-MAIL of all of the business letters and forms included in the eBook (MS-Word format). The templates can then be loaded directly into a word processing program and used as required. Letters are divided into the two main business letter categories; business-to-business and business-to-customer. Letters included are: acceptance, apology, application, appreciation, collection, complaint, commendation, congratulation, cover, customer service, donation, employee, financial, financial hardship, fund-raising, introduction, invitation, marketing, order-related, project, price-quotation, publicity, reference, rejection, sales, termination, thank you, and more. In addition to letter writing how-to information and templates, the Kit includes a Bonus Chapter on how to write Business Reports, as...



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Reviews

Good eBook and helpful one. It really is written in straightforward words and phrases and never confusing. I am just effortlessly could possibly get a enjoyment of looking at a published book.

-- Romaine Rippin

The book is great and fantastic. it absolutely was written very properly and beneficial. It is extremely difficult to leave it before concluding, once you begin to read the book.

-- Lyda Davis II