



## Instant Business Letter Kit - How To Write Business Letters That Get The Job Done (Revised Ed.) (Paperback)

By Shaun Fawcett

Final Draft Publications, Canada, 2006. Paperback. Book Condition: New. Revised. 276 x 204 mm. Language: English . Brand New Book \*\*\*\*\* Print on Demand \*\*\*\*\*.Instant Business Letter Kit - REVISED EDITION is a complete update of the original eBook that was first published in 2002. This expanded version includes 101 full-length, fully-formatted, real-life templates of actual business letters written by professionals for real business situations. The letters are divided into the two key business letter categories: business-to-business letters and business-to-customer letters. In addition to the letter templates, the first 67 pages of the book contain a detailed Style Guide full of tips, tricks and pointers on exactly how to write and format professional quality business letters. All owners of the book get a SPECIAL E-MAIL ADDRESS AT WHICH THEY CAN ORDER A FREE SET OF THE 101 LETTER TEMPLATES from the main book (MS-Word) including a researched collection of online links to the top business letter writing resource links on the Net. The Kit also contains a BONUS CHAPTER on how to write Business Reports which includes actual real-life Tables of Contents for five of the most requested types of business reports. If you want to produce professional quality business...



**READ ONLINE**  
[ 9.58 MB ]

### Reviews

*A top quality publication along with the typeface applied was exciting to read through. It can be rally interesting throug reading through time. Your life period will be enhance once you full reading this article book.*

-- Prof. Demond McClure

*Absolutely among the finest pdf I have got possibly read. I am quite late in start reading this one, but better then never. It is extremely difficult to leave it before concluding, once you begin to read the book.*

-- Prof. Lois Cormier II