



Instant Business Letters (Thorsons business series)

Iain Maitland

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Instant Business Letters (Thorsons business series) Iain Maitland

Everything you need to know to become a first-class letter writer. Includes over 200 examples of business letters that can be used immediately or amended to suit your own purposes.

Writing a business letter is something that many people find difficult, but this invaluable ebook contains everything you need to know to become a first-class letter writer.

In his clear, straightforward style, Iain Maitland shows you how to plan a letter and choose the correct approach, layout and style to suit every occasion.

Instant Business Letters also contains over 200 examples of letters - such as 'acceptances', 'complaints', 'enquiries' and 'warnings' - that you can use immediately or amend for your own purposes.

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