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...

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