



The Book of Letters: How to Write a Letter for Every Occasion

Peter Breen

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This new edition of the classic guide to letter writing offers readers practical solutions to a number of everyday personal, consumer, business, and legal problems. It also contains handy tips for letter writing using non-traditional methods such as e-mail and fax. Included are standard form letters for numerous situations as well as invaluable tips for communicating the written word in the most effective way.

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