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The Prima Guide to Better Business Letters

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The Prima Guide to Better Business Letters

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The Prima Guide to Better Business Letters Michael Fitzgerald
The authors have designed the perfect solution to the dilemma of never having the time and creative energy to write an effective business letter. This guide contains over 100 unique letter templates and complete sample letters as well as a 3 1/2" disk formatted for the PC, arranged in categories to fit every letter-writing need.

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