



Instant Business Letter Kit - How to Write Business Letters That Get the Job Done - Third Edition (Paperback)

By Shaun Fawcett

Final Draft!, United States, 2013. Paperback. Book Condition: New. 3rd. 278 x 208 mm. Language: English Brand New Book ***** Print on Demand *****.Instant Business Letter Kit - 3rd Edition is a comprehensive business writing style guide and toolkit for the writing of ALL types of business letters. The more than 275 pages in this Kit combine how-to tips, tricks, pointers, and information, with 149 fully-formatted real-life letter and form templates that you can download into your word processor. The book contains a Special E-mail Address at which OWNERS CAN ORDER A FREE SET OF ALL 149 TEMPLATES BY E-MAIL of all of the business letters and forms included in the eBook (MS-Word format). The templates can then be loaded directly into a word processing program and used as required. Letters are divided into the two main business letter categories; business-to-business and business-to-customer. Letters included are: acceptance, apology, application, appreciation, collection, complaint, commendation, congratulation, cover, customer service, donation, employee, financial, financial hardship, fund-raising, introduction, invitation, marketing, order-related, project, price-quotation, publicity, reference, rejection, sales, termination, thank you, and more. In addition to letter writing how-to information and templates, the Kit includes a Bonus Chapter on how to write Business Reports, as...



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