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Here are hundreds of tips, techniques, and samples that will help you create the perfect letter (or e-mail!) no matter what the occasion or circumstance, no matter how little time you have. A phone call, page, or text message may be faster, but sometimes only a letter will do. What do you do when you're a wizard of technological communication, but still aren't sure what an "inside address" is? Use *Everyday Letters for Busy People* as your reference and guide. In no time, you'll be writing the kind of letters that get action, build relationships, ease tense situations, and get your message across. While the authors understand that writing a good letter takes thought and time, they will show you how to make the process less difficult, less time-consuming, and much more effective. *Everyday Letters for Busy People* includes a wide variety of sample letters you can use or adapt at a minute's notice: □ Business letters □ Complaint letters □ Community action letters □ Job-search letters □ Letters to government officials and agencies □ Thank-you letters □ And many more In addition, this completely revised and updated edition of *Everyday Letters for Busy People* includes a new section on how to write concise, polite, and effective e-mails—easier and faster than ever! *Everyday Letters for Busy People* will not only help you to create the sharpest interview follow-up, the kindest thank you, the most heartfelt condolence, and the most effective complaint letter, it will also direct you in proper letter etiquette and help you become a better writer.

Here are hundreds of tips, techniques, and samples that will help you create the perfect letter (or e-mail!) no matter what the occasion or circumstance, no matter how little time you have. A phone call, page, or text message may be faster, but sometimes only a letter will do. What do you do when you're a wizard of technological communication, but still aren't sure what an inside address is? Use *Everyday Letters for Busy People* as your reference and guide.

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This book includes hundreds of samples letters which we can use or adapt at a moment's notice: business letters, complaint letters, community action letters, job-search letters, letters to government officials and agencies, thank-you letters and many more.

Presents step-by-step instructions and offers samples to help write various types of letters, including congratulations, condolence, thank you, job search, and business letters.

Sales and marketing is a fast-paced environment, and there is never enough time to write good letters--letters that will communicate, convince, and close. Sales & Pitch Letters for Busy People will help salespeople at every level save time and avoid having to produce sales and pitch letters from scratch. Sales & Pitch Letters for Busy People is a handy, quick-reference guide that not only tells you how to write virtually any kind of sales pitch letter, but includes a wide range of samples that you can easily and quickly adapt and use right now. This book includes concise, easy-to-use writing tips and resources that get attention--and results! Packed with solid writing advice and useful techniques, it also includes a CD-ROM that contains templates not only for all of the sample letters included in the text, but even more. This guide will cut the time you spend on writing sales, marketing, and pitch letters in half--and will help you get the results you want and need. Don't worry about finding the "right" word or phrase, or even the "right" format of your sales correspondence--the work has been done for you.

Here are hundreds of tips, techniques, and samples that will help you create the perfect letter (or e-mail!) no matter what the occasion or circumstance, no matter how little time you have. A phone call, page, or text message may be faster, but sometimes only a letter will do. What do you do when you're a wizard of technological communication, but still aren't sure what an "inside address" is? Use Everyday Letters for Busy People as your reference and guide.

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In no time, you'll be writing the kind of letters that get action, build relationships, ease tense situations, and get your message across. While the authors understand that writing a good letter takes thought and time, they will show you how to make the process less difficult, less time-consuming, and much more effective. *Everyday Letters for Busy People* includes a wide variety of sample letters you can use or adapt at a minute's notice: Business letters Complaint letters Community action letters Job-search letters Letters to government officials and agencies Thank-you letters And many more In addition, this completely revised and updated edition of *Everyday Letters for Busy People* includes a new section on how to write concise, polite, and effective e-mails — easier and faster than ever! *Everyday Letters for Busy People* will not only help you to create the sharpest interview follow-up, the kindest thank you, the most heartfelt condolence, and the most effective complaint letter, it will also direct you in proper letter etiquette and help you become a better writer. Debra Hart May is a communications consultant, editor and coach. She is the author of *Proofreading Plain and Simple* (Career Press), and president of Skill Matters, an Indianapolis-based firm that specializes in providing training solutions to improve business professionals' communications skills. Regina McAloney holds a bachelor's degree in journalism and a master's in English Language and Literature from Fordham University. She has been a busy and successful writer and editor for more than a decade.

Here Are Hundreds Of Tips, Techniques, And Samples That Will Help You Create The Perfect Letter (Or E-Mail) No Matter What The Occasion Or Circumstance, No Matter How Little Time You Have. A Phone Call, Page, Or Text Message May Be Faster, But Sometimes Only A Letter Will Do. What Do You Do When You Re A Wizard Of Technological Communication, But Still Aren T Sure What An Inside Address Is? Use *Everyday Letters for Busy People* As Your Reference And Guide. In No Time, You Ll Be Writing



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Even in this present era, dominated by email, cell phones, and text messaging, occasions arise when we must sit down and write a personal letter. Author Casey Fitts Hawley is here to help and to revive that nearly lost art. Her book contains template letters that can be adapted and personalized to fit virtually every need. And for those who want to strike off on their own, she offers writing tips and techniques that can make personal letters memorable, attention-

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catching, distinctively personal, and a pleasure for their recipients to read. Letters cover a variety of topics, including touchy situations, congratulations, social announcements and invitations, complaints and compliments, correspondence with professional people, and much more. Standard rules of letter formatting are presented to help give readers a head start in writing letters of all kinds and for every occasion.

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