



Effective Letters for Every Occasion: 100 Sample Personal Letters to Inspire Your Own Correspondence Needs

By Fitts Hawley, Casey

Barron's Educational Series, 2000. Book Condition: New. Brand New, Unread Copy in Perfect Condition. A+ Customer Service! Summary: Even in this present era, dominated by fax machines and cell phones, 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 approximately 100 template letters that can be adapted and personalized to fit every need. And for those who want to strike off on their own she offers tips and techniques to make personal letters memorable, attention-catching, distinctively personal, and a pleasure for their recipients to read. Letters cover a variety of topics, including to touchy situations, congratulations, social announcements and invitations, complaints and compliments, correspondence with professional people, and much more. Standard rules of letter formatting are presented, and give readers a head start for writing letters of all kinds.



READ ONLINE
[9.28 MB]

Reviews

Definitely one of the best book I actually have ever go through. Sure, it can be perform, nonetheless an amazing and interesting literature. I found out this pdf from my dad and i suggested this book to discover.

-- **Ms. Chanel Streich**

Undoubtedly, this is actually the greatest job by any author. This can be for those who statte there was not a worthy of studying. I am delighted to inform you that this is actually the greatest publication i actually have read within my very own daily life and could be he greatest book for ever.

-- **Perry Reinger**