



## **Great Personal Letters for Busy People**

By Dianna Booher

McGraw-Hill Companies. Paperback. Condition: New. 391 pages. Dimensions: 9.2in. x 7.3in. x 1.1in.Writing clear and compelling letters has never been easier with this treasure trove of 300 model letters, e-mail messages, and notes for every imaginable personal, social, and business situation. Organized into 28 categories for quick reference and featuring alternate phrases for customizing letters to your needs, this indispensable resource supplies ready-to-go models for: birth, engagement, wedding, graduation, divorce, and retirement announcements; apologies, congratulations, condolences, sympathy notes, and thank yous; formal and informal invitations; collegejob references and introductions; resolving consumer problems; addressing credit, banking, and financial concerns; tactfully declining invitations and requests; dealing with Medicare, social security veterans affairs, and other government programs; soliciting charitable contributions of time and money; and much more! This item ships from multiple locations. Your book may arrive from Roseburg, OR, La Vergne, TN. Paperback.



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