

Business Correspondence: Letters, Faxes And Memos (English For Business Success Series) By Lin Lougheed

By Lin Lougheed

This handout will help you write business letters required in many different situations, the business letter will be the first impression that you make on someone.

<http://writingcenter.unc.edu/handouts/business-letters/>

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Business correspondence : letters, faxes, and memos. Lin Lougheed. Addison-Wesley 1993
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<http://ci.nii.ac.jp/ncid/BA20572339>

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