



How to Write Better Business Letters (Barron's How to Write Better Business Letters)

Andrea B. Geffner

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Updated to meet today's business needs and reflect the use of current technology, this book presents approximately 75 model letters that demonstrate correct formats and modes of expression used in business correspondence. Categories include credit applications, letters of inquiry, orders of goods and services, formal business announcements, letters of recommendation, letters dealing with complaints and claims, in-house correspondence, news releases, sales letters as used by direct marketers, and more. This book also features examples of different letter formatting styles as well as sections on e-mail correspondence and effective presentation of Internet résumés.

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