



1001 Business Letters for All Occasions: From Interoffice Memos and Employee Evaluations to Company Policies and Business Invitations - Templates for Every Situation

Corey Sandler, Janice Keefe

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We live in a world of instant and constant communication, yet business still demands that we choose our words carefully and express ourselves clearly. Whether you're sending a quick IM or a formal proposal, *1001 Business Letters for All Occasions* ensures that you'll convey your message effectively.

Inside you'll find proven templates and model letters for every type of business situation--and text format--including:

- Sales pitches that land the account
- Press releases to guarantee you media coverage
- Customer service letters that build customer trust and loyalty
- Collection requests to ensure prompt payment
- Internal corporate memos to update employees on important changes
- Email, text messaging, and instant messaging protocols that save time and resources

Whether communicating with internal staff or corresponding with customers and clients, it's never been easier to write the perfect business letter.

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