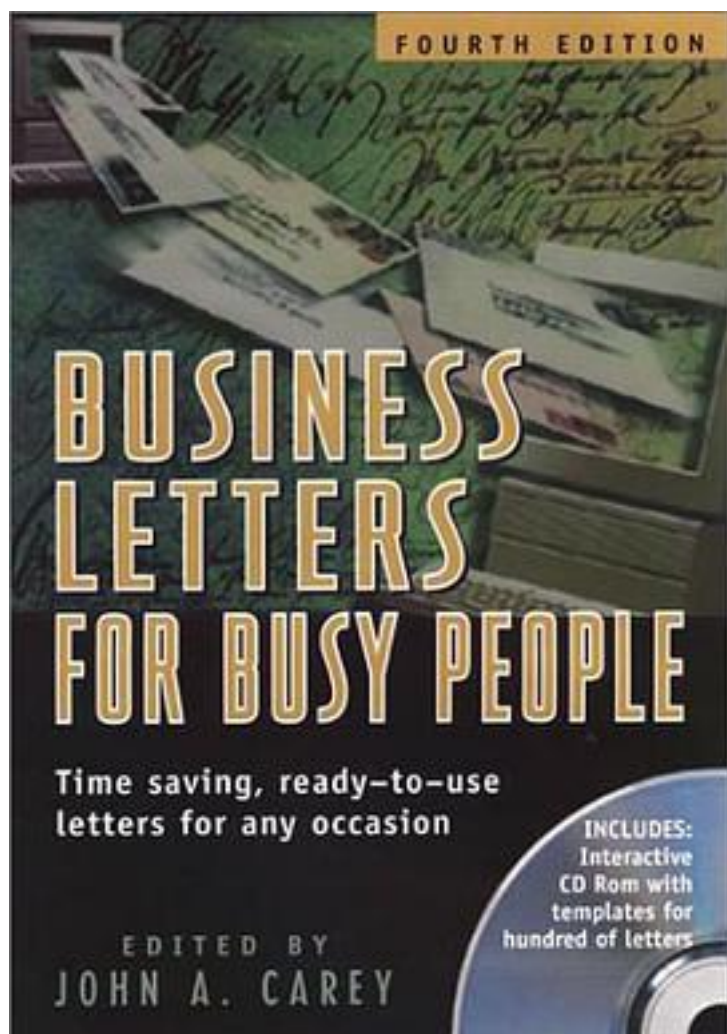


# Business Letters for Busy People



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Tells you how to write virtually any kind of business letter, with numerous samples.

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