

# Effective Letters for Every Occasion

Casey Fitts Hawley



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- The Personalized Thank-You Note
- The Cheerful Get-Well Message
- The Heartfelt Letter of Condolence
- Invitations for All Occasions
- The Result-Producing Letter of Complaint
  - The Personal Apology
  - The Business Apology
  - Many more

- More than 100 sample letters you can adapt and personalize
- Tips that will make your letters a pleasure to read
- Letter formatting rules

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Even in this present era, dominated by fax machines and cell phones, occasions arise when we must sit down and write a personal letter. Author Casey Fitts Hawley is here to help and to revive that nearly lost art. Her book contains template letters that can be adapted and personalized to fit virtually every need. And for those who want to strike off on their own she offers writing tips and techniques to make personal letters memorable, attention-catching, distinctively personal, and a pleasure for their recipients to read. Letters cover a variety of topics, including touchy situations, congratulations, social announcements and invitations, complaints and compliments, correspondence with professional people, and much more. Standard rules of letter formatting are presented, and give readers a head start for writing letters of all kinds.

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