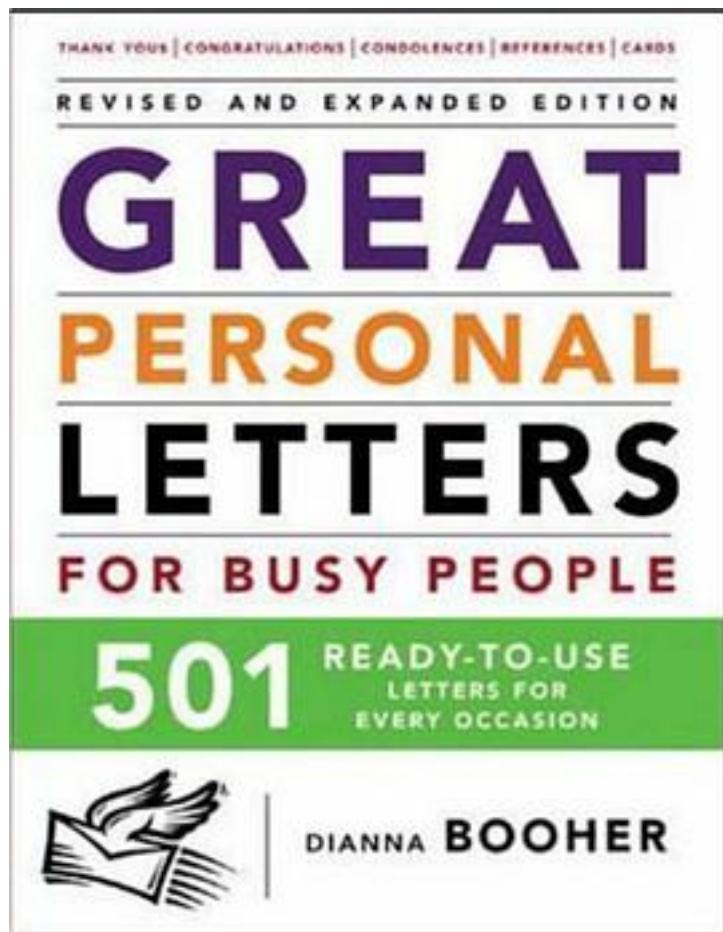


Great Personal Letters for Busy People



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著者:Dianna Booher

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Write the right letter or email - fast - with this handy reference guide. Since 1997, Dianna Booher's "Great Personal Letters for Busy People" has been the go-to reference for anyone who is just too busy to sit down and write. The completely revised edition of

this successful book updates all the letters and notes, making them ready to use for any business, personal, or social situation.

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