



## Effective Letters for Every Occasion: 100 Sample Personal Letters to Inspire Your Own Correspondence Needs

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By Fitts Hawley, Casey

Barron's Educational Series, 2000. Book Condition: New. Brand New, Unread Copy in Perfect Condition. A+ Customer Service! Summary: 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 approximately 100 template letters that can be adapted and personalized to fit every need. And for those who want to strike off on their own she offers 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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