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tactful and non offensive Getting desired results through a business letter is a complex issue A properly strategized and tactfully written letter the contractual tenability of your contention the strength of supporting documents relationships with the customer relentless follow up etc will collectively decide success or otherwise The book is full of before and after examples highlighting undesirable and desirable versions with commentary

Business Writing That Counts! Julie Miller, 2007-02 Includes special section Business writing that sells Sticker on cover

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