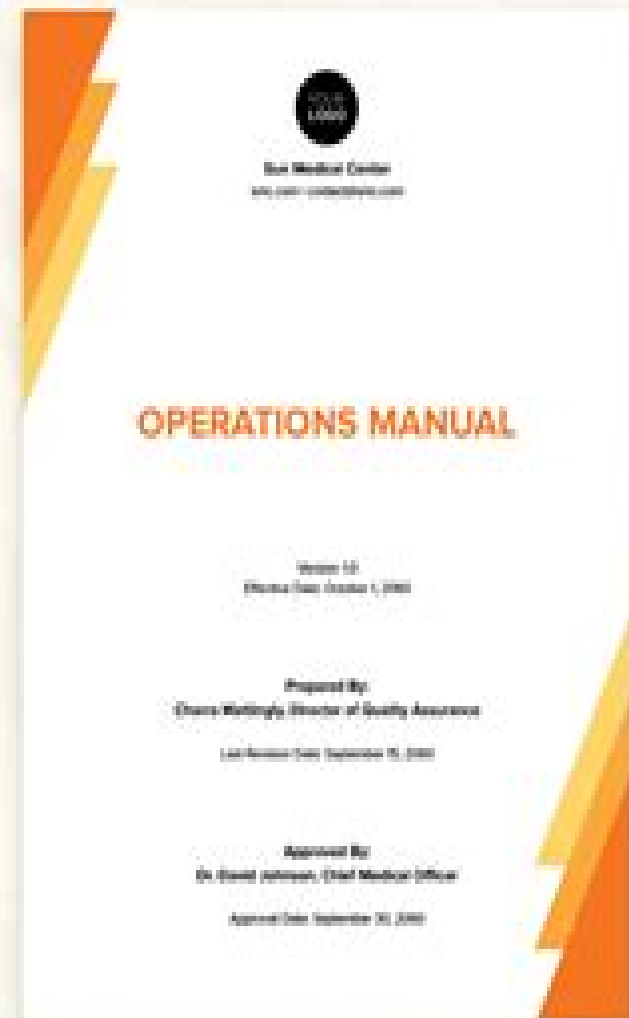


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# Business Letter Manual

**Maxwell C. Ross**



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many more They ll make your business communications quicker easier and more efficient by showing you how to create outstanding letters that get your point across and get results you want Effective phrases Clear terminology Proper format

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