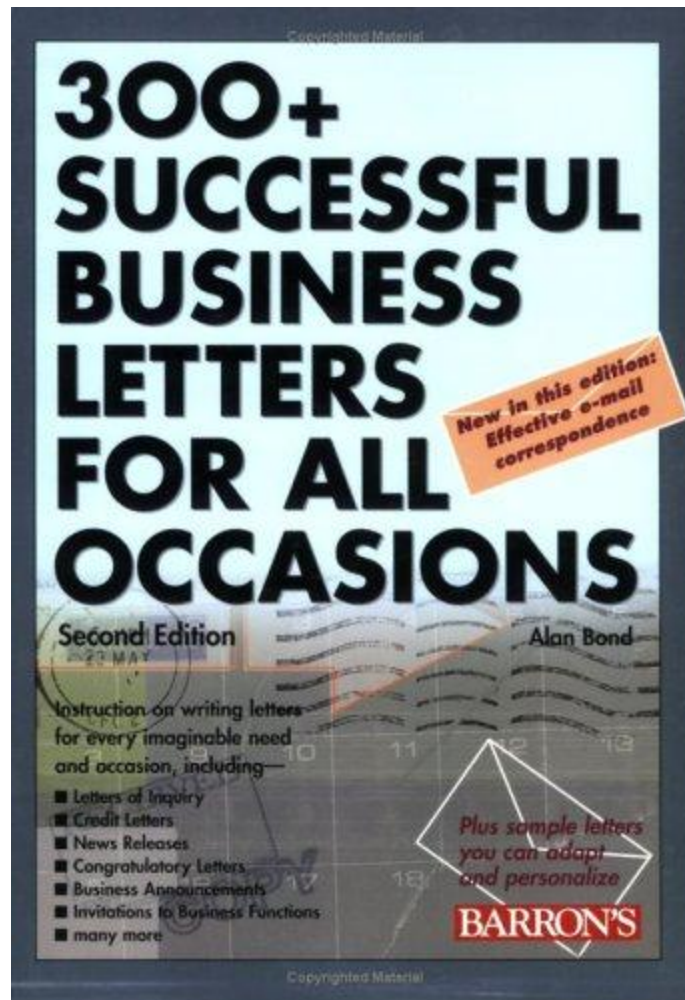


# 300+ Successful Business Letters for All Occasions (2nd Edition) by Alan Bond



## [Business Letters, But Soooo Much More!](#)

Despite e-mail, cell phones and other modern conveniences, an important place still exists for the written letter, especially when it is used as a means of business communication. This revised and updated book presents correct business formats, then offers instruction on writing clear and concise letters for every imaginable occasion. Among them are letters of inquiry, credit letters, dunning letters, congratulatory letters, business announcements, invitations to business functions, and many more. Readers will find many sample letters that they can adapt for their own uses. New in this edition is advice and instruction on effective e-mail correspondence.

**Personal Review: 300+ Successful Business Letters for All Occasions (2nd Edition) by Alan Bond**

This book seems to cover just about any business letter that you might ever need. The book itself is divided into 16 chapters covering topics such as LETTERS OF INQUIRY, BUSINESS ANNOUNCEMENTS, INVITATIONS, and COLLECTION LETTERS. In addition to providing many examples of letters the book also covers issues and approaches to creating letter for various reasons. This is helpful if you do not want to use the example, but still need guidance on how to compose a letter on a certain topic. The book also provides what it calls "useful sentences" that you can plug into a letter of your own design. There is also a "quick reference appendix" that show Forms of Addresses (if you're writing to a politician or dignitary), common spelling and grammar mistakes, and other helpful pieces of information. Overall I rate this book very highly and think that it should be on the bookshelf of anyone that writes formal business or personal letters.

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