



Professional Email Formatting: Improve the Writing and Etiquette of your Business Letters through E-Mail

D.J. Granelli

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Learn how to write business e-mails appropriate for all types of companies! This book will guide you on improving your email skills so that you can master a primary part of today's professional world. E-mail etiquette is a necessity in today's society and it is even more important in the professional world. The goal of this book is to help you master that field and never have to worry before clicking that send button again.

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