



The Book of Letters: How to Write Powerful and Effective Letters for Every Occasion - From Business Letters to Thank You Letters

Rebecca Robinson

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This guide to letter writing shows you how to write more powerful and effective letters. Over 20 letter explanations and sample letters are included. There are guides for the following types of letters:

Business Apology Letter
Business Complaint Letter
Business Letter
Business Proposal Letter
Cover letter
Fundraising Letter from a Non-Profit Organization
Interview Thank You Letter
Letter to Customers
Resignation letter
Recommendation letter
Personal Letters
Classroom issues
Insurance Matters
Letter to the Editor
Neighborly problem letter
Personal Apology Letter
Personal Complaints Letter
Personal Legal Matters
Personal Letter of Congratulations
Personal Thank You Letter
Sympathy Letter

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