

Perfect Letters and Emails for All Occasions



Perfect Letters and Emails for All Occasions is an invaluable guide for anyone who wants to get the most out of their written communication. Covering everything from advice on how to write to your MP to tips about netiquette and avoiding offensive blunders, it is a one-stop-shop for anyone who wants their writing to get results. Whether you're sending a reply to a formal invitation or a covering letter for a job application, Perfect Letters and Emails for All Occasions has all you need to make sure you get your message across elegantly and effectively. The Perfect series is a range of practical guides that give clear and straightforward advice on everything from getting your first job to choosing your baby's name. Written by experienced authors offering tried-and-tested tips, each book contains all you need to get it right first time.

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