



Letters for Special Situations

By Anne McKinney

Createspace, United States, 2012. Paperback. Book Condition: New. 279 x 216 mm. Language: English . Brand New Book ***** Print on Demand *****. In an era when many feel that letter writing is the lost art, this book can be a resource to help anyone create letters to use in the special situations in life. Have you ever been asked to prepare a written letter of reference for someone to use in getting a job or applying to an academic program? Wouldn t some great sample letters be a great help in such a situation? Here s a book that can help. Have you ever wanted to resign gracefully from a position so that you don t burn your bridges behind you? Here is a book that can help you write such a letter to an employer or supervisor so that you gain good will and respect during the resignation process. Sometimes it is necessary to write a special letter for a special situation in life. You will find great letters to be used as models for business and personal reasons including: Letters asking for a raise, Letters of resignation, Letters of reference, Letters notifying a vendor of a breach of...



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