

The Etiquette of Correspondence

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Business letters are still in use for any number of reasons, from recommending someone for a job, daily correspondence, legal cover letters, letters of complaint, and applying for a job. There is a proper form to follow for any business letter that should be followed, with some slight variations.

Guide to Addressing Correspondence Find another article View next article Share this article Address book, cup of tea and stationery at the ready, you start addressing invitations for .

Although you may not use email to communicate socially as much as you once did, you probably still use it for professional correspondence. If you interact this way with your colleagues, boss, clients, and customers, and prospective employers, be sure to follow these six rules for proper email etiquette. Using standard business format is the first step in preparing a letter that follows the rules of etiquette for professional correspondence. Writing a hard-copy letter is a best practice that many organizations follow, simply because you can apply a "wet" signature to the formal document. The book of letters, what letters to write for every purpose, business and social. The etiquette of correspondence [Mary Owens Crowther] on debbieshomeshop.com *FREE* shipping on qualifying offers. This book was originally published prior to , and represents a reproduction of an important historical work Author: Mary Owens Crowther. Diane Gottsman, etiquette expert and owner of the Protocol School of Texas, in San Antonio. Catherine Newman, etiquette columnist for Real Simple. Anna Post, a coauthor of Emily Post's Etiquette, 18th edition (\$40, debbieshomeshop.com), and a great-great-granddaughter of the famed manners maven.

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