

Perfect Phrases For Business Letters Perfect Phrases Series

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Perfect Phrases for Business Letters is an essential resource for everyone who writes letters, memos, e-mails, reports and other forms of business communications. With hundreds of proven phrases, tailored to the kind of message you want to convey, this book will help you quickly put together winning business correspondence.

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Perfect Phrases for Business Letters - BNi Building News

#3 Closing Lines 3.a When something is expected. Do you need a reply? Are you asking for a favor or you are meeting soon? These sentences... 3.b Offering help or information. I hope you find this helpful. I hope it's clearer now. I hope that answers all your... 3.c Apologizing (again!). Thanks you ...

150+ Useful Email Phrases That Will Make Your Life Easier

Sample Sentences: Goodwill. Thank you for your hospitality. I enjoyed having lunch with you last week while I was in New York. Congratulations on your promotion to General Manager. I want (ed) to congratulate you on your new position. I was happy to hear that contract negotiations went well.

Common Phrases for Business Letters - ESL Gold

We are pleased to have your inquiry of 25 of July... We acknowledge the receipt of your letter dated 12 April With reference to your letter inquiring about... With reference to our telephone conversation yesterday (about...),... We wish to remind you that... I am writing this letter to request the cancellation of.....

Useful Words and Phrases for Writing Formal Letters in ...

letters. Business letters and emotional expressive means of influence. Business letter and its status of legal document. Classification of business legal letters according to their pragmatic purpose. At present, when international relations - economic, cultural and po-litical - are being rapidly developed, the role of business legal letters in

BUSINESS CORRESPONDENCE AND OFFICE WORK IN ENGLISH

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As [insert your job title], I am writing to present [my company] to you because _____. I received your contact information from _____ and am writing to introduce [my company] because _____. [My company] read/heard about your company in _____ and would like to introduce ourselves because _____. Introduce a Product or Service.

Writing a Business Letter in English? Let's do it right!

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Perfect Phrases for Business Letters: O'Quinn, Ken ...

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