

Your address
1 Business Street
London
NA 9FA

Their address
2 Business Street
London
NA 9FA

Friday 16th January 2015

Dear Mr Jones,

I am writing to respond to the proposal you sent us last month. We would like to thank you for your prompt response in this matter and taking the time to produce this proposal.

After thorough evaluation of your proposal we have decided we are very impressed and would like to implement this as soon as possible.

A member of our team will be in touch with you in the coming days to introduce you to the rest of your team and we look forward to working with you on this project.

Yours sincerely
John Smith

Business Letters The Easy Way

ML Yell



Business Letters The Easy Way:

Business Letters the Easy Way Andrea B. Geffner,1991 Guidelines for all types of business correspondence over 75 samples to use as models letter writing exercises to build skills helpful tips on style and format **Business Letters The Easy Way** Andrea B. Geffner,1998-07-01 Offers guidelines for varied business correspondence letter writing exercises and over seventy five examples of request sales and public relations credit and collection and social business letters **Effective Business English as Applied to Business Letters and Reports** Alta Gwinn Saunders,1925 **How to Do Business by Letter** Sherwin Cody,1918 How to Do Business by Letter, and Training Course in Conversational English Sherwin Cody,1908 **How to Do Business by Letter and Training Course in Business English Composition** Sherwin Cody,1908 **The Encyclopedia of Business Letters, Faxes, and E-mail** Robert W. Bly,Regina Anne Kelly,2009-01-01 A practical guide to drafting time saving and effective e mails faxes and memos for every occasion comes complete with three hundred model letters and instructions for adapting each one to fit a particular need Original **How to Deal with Human Nature in Business** Sherwin Cody,1915 Business Letter-writing ,1919 Genre Variation in Business Letters Maurizio Gotti,Paul Gillaerts,2008 The focus of this volume is on the business letter genre a seminal and widely used genre in business communication Since the introduction of the Internet interest in this genre has increased once again because of the digital format of the letter E mail has partially taken over the multiple functions of the traditional business letter and bypassed again partially the fax However the letter has also survived in its written form Since the 1990s genre theory has been receiving a lot of attention both in academic and pedagogical circles Discourse analysts have increasingly discovered the importance of the genre concept for the understanding of discourse Not only do we get a better understanding of the linguistic characteristics register lexico grammatical features of texts but we also become aware of their macrostructures which appear to be organised according to genre expectations and conventions rooted in the socio cultural context This evolution is also reflected in the different research approaches to the business letter as shown by the various chapters of this volume

The Magazine of Business ,1922 **Business correspondence and advertisement writing for business men. [50 cards]**. Alpheus Sherwin Cody,1906 **The Prentice-Hall Model Letter Desk Book** ,1988 **The Art Of Writing Business Letters** Robert Fry,2014-08-25 The Art of Writing Business letters updates on its previous edition substantially by introducing other forms of communication such as e mails to its wide and varied guide to corresponding in business settings The book concentrates on the importance of making an impact by crafting well presented letters that put across main points effectively using good grammar and punctuation **The Mailbag** ,1924 Success ,1904 **The Shorthand Reporter** ,1909 **Business Philosophy** Benjamin Franklin Cobb,1905 *The Northwestern Miller* ,1906 *Business Letter Writing* Alexander Mitchell Candee,1920

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