

Business Letters For Busy People

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Veronica Black President Quinta Exploration P.O. Box 1312 Phoenix, AZ 85029 Dear Veronica:
Thank you for your letter notifying me that I am one of your

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Letterhead. Most business letters originating from a firm are written on the firm's letterhead. If you

are writing a personal business letter or your firm does not use letterhead, then you need to include your firm's address in the heading (see Chapter 3 for the various formats).

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