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Essential Structures, Common Mistakes, Tips & Samples for **E-MAIL** Writing

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36 ESSENTIAL STRUCTURES, COMMON MISTAKES, TIPS & SAMPLES FOR E-MAIL WRITING

Your e-mails are important as it has become one of the main ways to communicate for business professionals. You have e-mail going out or incoming from your clients, boss, colleague and your professional contacts every day.

Writing a proper structured e-mail will improve the quality and image of you or your company. In this book, we'll take you through the professional e-mail writing process from start to finish by offering;

9 Essential Structures
9 Common Mistakes
9 Useful Tips
9 Samples of E-Mail

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