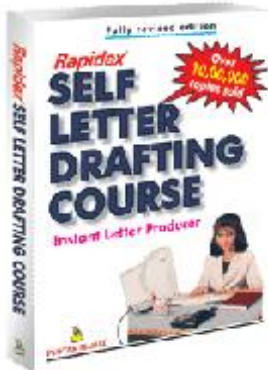




Rapidex Self Letter Drafting Course



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A letter has a key-role to play in personal and business communication.

It can make or mar a relationship, help you settle a dispute, or even fetch an attractive business contract. All depends upon how well it is drafted and presented.

If you encounter problems in this respect, here is all the help you could get.

This companion guide-book is intended as a concise, practical guide that teaches you how to draft imaginative, forceful, response-producing letters.

It also helps you to handle general complaints and keep your social and business contacts smooth and pleasant.

All you have to do is to pick up ready-made sentences and arrange according to your requirement.

Ideally suited for all occasions and requirements, this thoroughly revised and enlarged edition is compiled by experts.

It teaches you hands-on applications of fundamental principles and techniques to create excellent drafts. The book covers almost every topic under the sun.

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