



**How to Write Letters That Win: How to Build Business Letters That Command Attention 247 Vital Points for Making Letters Bring Results, Gathered Out of Actual Letters (Classic Reprint)**

*Unknown Author*

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The Part the Letter Plays in Business WHAT is the most important factor in the transaction of your business? What medium plays the greatest part in selling your goods, collecting your accounts, keeping you in touch with the other elements - concerns and individuals - that make your business possible? Run your mind over the essentials in your every-day work and lay your finger upon the one most indispensable. You cannot miss it. It's the business letter. The first claim on your attention each morning after you have hung up your hat and drawn your chair to your desk is the mornings post. You run through it and you are back again in the whirl of business. It has put you in touch with the run of your own affairs, just as your morning newspaper has laid before you a mental picture of what the world did yesterday. Now you take your turn and you dispose of each of those letters as the purposes and policy of your business dictate. About the Publisher Forgotten Books is a publisher of historical writings, such as: Philosophy, Classics, Science, Religion, History, Folklore and Mythology. Forgotten Books' Classic Reprint Series utilizes the latest technology to regenerate facsimiles of historically important writings. Careful attention has been made to accurately preserve the original format of each page whilst digitally enhancing the aged text. Read books online for free at [www.forgottenbooks.org](http://www.forgottenbooks.org)

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