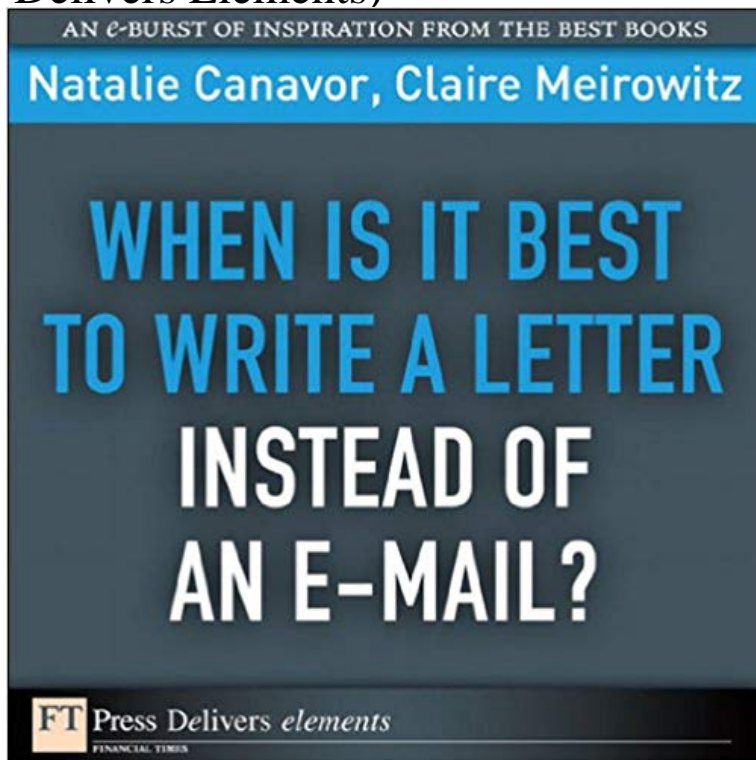


When Is It Best to Write a Letter Instead of an E-mail? (FT Press Delivers Elements)



This is the eBook version of the printed book. This Element is an excerpt from *The Truth About the New Rules of Business Writing* (ISBN: 9780137153152) by Natalie Canavor and Claire Meirowitz. Available in print and digital formats. When to write a letter, not an e-mail--and how to make sure that letter does the job! Even in the digital age, businesspeople use letters for building client relations, proposals, references, invitations, and other formal occasions of the business world. In each case, the step-by-step process will focus your thinking so you come up with the right presentation. To achieve your goal, consciously decide when you are writing a letter and think it through as a letter.

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