

# Business Writing Essentials How To Write Letters Reports And Emails

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### The Essential Handbook For Business Writing

As stated in Business Writing Essentials, revision is a crucial part of writing. Review your letter to keep it concise, and proofread it for spelling and grammar errors. Once you're finished writing, ask someone to read your letter and give you feedback, as they can spot errors you may have missed. Also make sure any enclosures are attached to your document and that any hard copies are signed.

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