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13 December 2010

MEMORANDUM

To: All Engineering Staff

From: Loh Fook Yuen

REFERENCE BOOK: MODEL BUSINESS LETTERS, E-MAILS & OTHER BUSINESS DOCUMENTS

We have purchased the above reference book for our Library. The table of content is attached for your reference.

LOH FOOK YUEN

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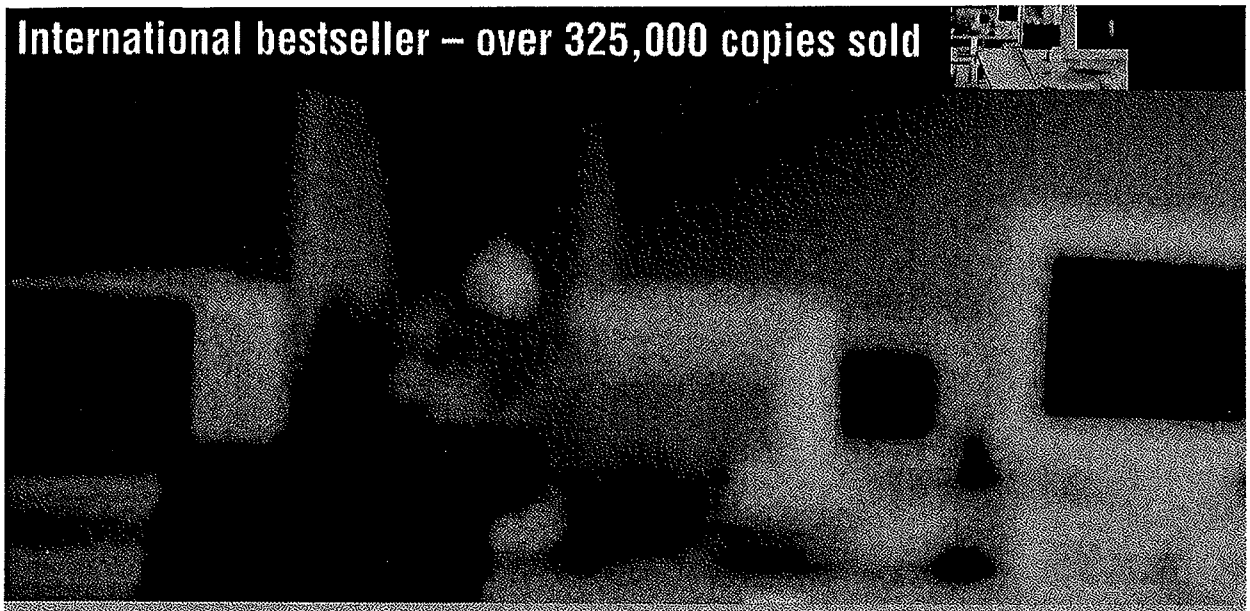
International bestseller – over 325,000 copies sold

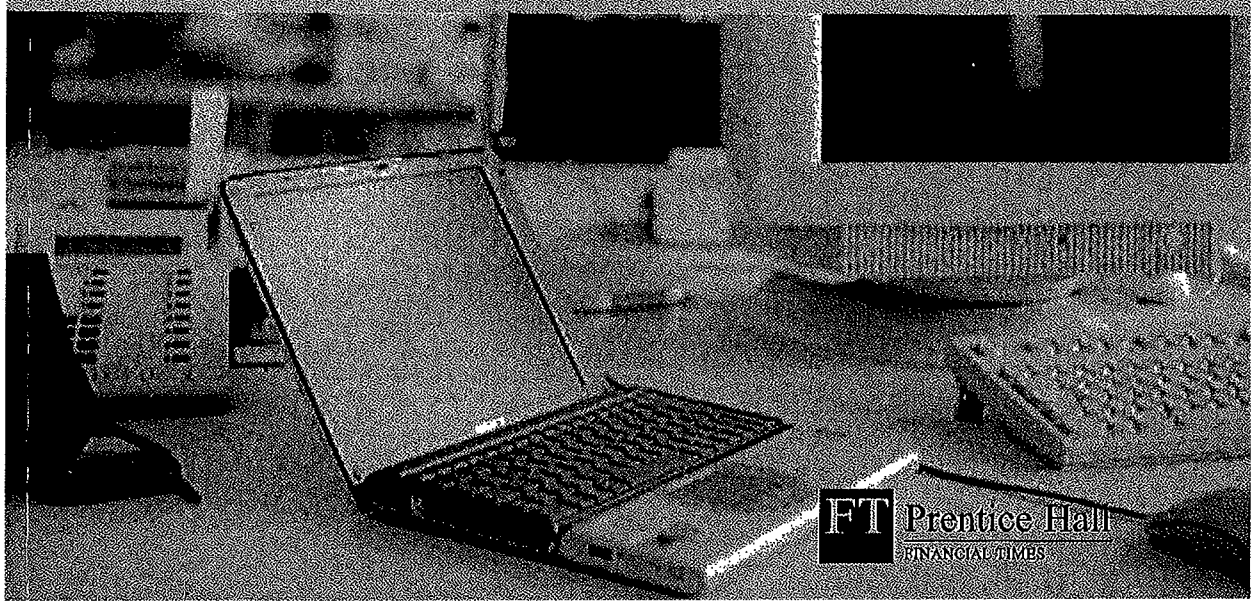


Shirley Taylor

Model Business Letters, E-mails & Other Business Documents

sixth edition

formerly **Gartside's Model Business Letters**



FT Prentice Hall
FINANCIAL TIMES

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