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Writing an effective, polished business letter can be an easy task, so long as you adhere to the established rules for layout and language. Realize that your recipient reads a significant amount of correspondence on a regular basis and will favor well-executed letters that are free of typos and grammatical errors. What to Include in the Letter

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There are fears that if the bear is moved it will try to find its way back to the area and could put itself or another community in danger. Martha Cliff 30th Oct 2020, 20:57

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