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## business letter format

Posted by Ross Klatte - 2008/05/13 05:15

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Some time ago, somebody mentioned something about set formats for business letters. I believe there was a book that had a wide selection of formats for various purposes. I didn't pay attention because I didn't think I would ever need it. Now I need it. A website would be even better. Ross Roebuck, South Carolina  
[http://community.webshots.com/user/ross\\_klatte](http://community.webshots.com/user/ross_klatte)

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## business letter format

Posted by Charles Eicher - 2008/05/13 05:15

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Some time ago, somebody mentioned something about set formats for business letters. I believe there was a book that had a wide selection of formats for various purposes. I didn't pay attention because I didn't think I would ever need it. Now I need it. A website would be even better. I posted a brief review of Writing Letters in Japanese (ISBN4-7890-0664-6) to the AFAQ many many moons ago. I think that's what you want, I don't know of any similar books.

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## business letter format

Posted by JN - 2008/05/13 05:15

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Some time ago, somebody mentioned something about set formats for business letters. I believe there was a book that had a wide selection of formats for various purposes. I didn't pay attention because I didn't think I would ever need it. Now I need it. A website would be even better. Ross Roebuck, South Carolina  
[http://community.webshots.com/user/ross\\_klatte](http://community.webshots.com/user/ross_klatte) I have one called Writing Letters in Japanese . It's not specifically about business letters, but does include them. It's published by The Japan Times, written by Inter-University Center for Japanese Language Studies. Editors are: Kikuko Tatematsu, Yoko Tateoka, Takashi Matsumoto and Tsukasa Sato. The ISBN is 4-7890-0664-6. Hope this helps, JN

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## business letter format

Posted by Ross Klatte - 2008/05/13 05:15

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Thanks, Charles and J. Ross Roebuck, South Carolina [http://community.webshots.com/user/ross\\_klatte](http://community.webshots.com/user/ross_klatte)

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## business letter format

Posted by Sho - 2008/05/13 05:15

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Some time ago, somebody mentioned something about set formats for business letters. I believe there was a book that had a wide selection of formats for various purposes. I didn't pay attention because I didn't think I would ever need it. Now I need it. A website would be even better.  
[http://www.sanseido.net/Main/hyakka2/HowTo/26\\_Business.html#two](http://www.sanseido.net/Main/hyakka2/HowTo/26_Business.html#two) Sho

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## business letter format

Posted by Ross Klatte - 2008/05/13 05:15

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From: Sho shy...@hotmail.com Date: 2002-11-28 07:45 Eastern Standard Time  
[http://www.sanseido.net/Main/hyakka2/HowTo/26\\_Business.html#two](http://www.sanseido.net/Main/hyakka2/HowTo/26_Business.html#two) Thanks. That looks very promising. Perhaps I can save the \$28 for Writing Letters in Japanese. I was intrigued by

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## business letter format

Posted by Dale Walker - 2008/05/13 05:15

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Date: 2002-11-28 07:45 Eastern Standard Time [http://www.sanseido.net/Main/hyakka2/HowTo/26\\_Business.html#two](http://www.sanseido.net/Main/hyakka2/HowTo/26_Business.html#two)  
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## business letter format

Posted by Charles Eicher - 2008/05/13 05:15

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From: Sho shy...@hotmail.com Date: 2002-11-28 07:45 Eastern Standard Time  
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save the \$28 for Writing Letters in Japanese. I was intrigued by

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## business letter format

Posted by Ross Klatte - 2008/05/13 05:15

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employment). I used to have the document online, but I took it down because someone deeplinked to it from their site.  
I'll dig it up if you're interested in seeing it. Yes, please. Ross Roebuck, South Carolina  
[http://community.webshots.com/user/ross\\_klatte](http://community.webshots.com/user/ross_klatte)

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## business letter format

Posted by Charles Eicher - 2008/05/13 05:15

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From: Charles Eicher ceic...@inav.net Date: 2002-11-28 13:48 Eastern Standard Time I do have a short sample  
available, I scanned a few pages for incorporation into my little .pdf resume kit (the book also has extensive notes on  
writing resumes and letters of application for employment). I used to have the document online, but I took it down  
because someone deeplinked to it from their site. I'll dig it up if you're interested in seeing it. Yes, please. OK, it's  
up online now. Let me know if you have any trouble accessing it: <http://ceicher.homeunix.com/rirekisho.pdf> It's 1.8mb,  
pages 4 through 10 are scanned from the book, and are fairly representative of the sample letter chapters, although the  
best part of the book is the grammar and style chapters which are not represented here.

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## business letter format

Posted by Ross Klatte - 2008/05/13 05:15

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From: Charles Eicher ceic...@inav.net Date: 2002-11-28 15:28 Eastern Standard Time OK, it's up online now. Let me  
know if you have any trouble accessing it: <http://ceicher.homeunix.com/rirekisho.pdf> It's 1.8mb, pages 4 through 10  
are scanned from the book, and are fairly representative of the sample letter chapters, although the best part of the  
book is the grammar and style chapters which are not represented here. Got it. Thanks. The Japanese style of the  
resume portion is wildly different from the American style. My resume coach made me rewrite mine several times,  
every time adding more and more exaggeration, until I found it quite embarrassing. We also spent a lot of time on  
appearance

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## business letter format

Posted by Charles Eicher - 2008/05/13 05:15

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Date: 2002-11-28 15:28 Eastern Standard Time OK, it's up online now. Let me know if you have any trouble accessing

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it: <http://ceicher.homeunix.com/rirekisho.pdf> It's 1.8mb, pages 4 through 10 are scanned from the book, and are fairly representative of the sample letter chapters, although the best part of the book is the grammar and style chapters which are not represented here. Got it. Thanks. The Japanese style of the resume portion is wildly different from the American style. My resume coach made me rewrite mine several times, every time adding more and more exaggeration, until I found it quite embarrassing. We also spent a lot of time on appearance

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## business letter format

Posted by Sean Holland - 2008/05/13 05:15

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I have accused several people of being stupid, so here is their opportunity to get back at me. I bought a program called Net Detective for \$29, hoping to find out all kinds of lurid gossip about my neighbors in Tim's Creek and in s.l.j. Part 1, Search by Name, could not even find my own name. Eventually I found myself as a dependent of my daughter, complete with misspelled names, wrong address, and wrong phone number. Only about one name in four, of people I know, was found. The Net Detective was dramatically inferior to the phone book in locating people. When I did the Search by Criminal Record, I got a page that said, Go to the State Law Enforcement Division, pay them their \$25 fee, and they will give you the criminal record. When I did the Search by Lawsuit History, I got a page that said, Go to the Spartanburg County courthouse and look up the lawsuit history there. Search by Business History directed me to the local chamber of commerce. Etc. This is a very nice public service. In return for your kindness in providing this information, I will refrain from taunting you about the Canucks adding the scalps of the Hurricane to their belt as they achieved their 8th straight win.

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## business letter format

Posted by Ross Klatte - 2008/05/13 05:15

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From: Sean Holland seanholl...@telus.net Date: 2002-11-29 11:58 Eastern Standard Time I will refrain from taunting you about the Canucks adding the scalps of the Hurricane to their belt as they achieved their 8th straight win. Are you on drugs? The Hurricanes, the best team in Florida

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## business letter format

Posted by Sean Holland - 2008/05/13 05:15

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From: Sean Holland seanholl...@telus.net Date: 2002-11-29 11:58 Eastern Standard Time I will refrain from taunting you about the Canucks adding the scalps of the Hurricane to their belt as they achieved their 8th straight win. Are you on drugs? The Hurricanes, the best team in Florida

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