

# How to write letters for all occasions

with revisions  
by Mary S. Allen

by Alexander L. Sheff  
and Edna Ingalls



**BUSINESS LETTERS**

**Alexander L. Sheff**

**SOCIAL LETTERS**

**Edna Ingalls**

# **HOW TO WRITE LETTERS FOR ALL OCCASIONS**

*New Edition,*

*Revised by*

**MARY S. ALLEN**

**DOUBLEDAY & COMPANY, INC.**

**Garden City, New York**

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