



# The McGraw-Hill Handbook of Business Letters

*By Ray W. Poe*

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## The McGraw-Hill Handbook of Business Letters By Ray W. Poe Bibliography

- Sales Rank: #13694182 in Books
- Published on: 1994-12-01
- Original language: English
- Number of items: 1
- Dimensions: 1.35" h x 7.59" w x 9.49" l,
- Binding: Hardcover
- 400 pages

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### About the Author

**Roy W. Poe** is a business education consultant with experience teaching communications in management development programs and college extension classes. He is the author of *The McGraw-Hill Guide to Effective Business Reports* and several business textbooks.

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