




# PHILADELPHIA UNIVERSITY LIBRARY

## ONLINE CATALOGUE

### How to write better business letters

	<b>Author</b>	Geffner, Andrea B. (Author)
	<b>Responsibility Data</b>	by Andrea B. Geffner
	<b>Publication Data</b>	New York: Barron's, 1995
	<b>Edition</b>	2nd ed.
	<b>Physical Description</b>	vii, 144 p. : ill. ; 28 cm.
	<b>Series Data</b>	Barron's educational series;
	<b>ISBN</b>	0-8120-3643-3
	<b>Subject Area</b>	Management
	<b>Subject Headings</b>	Commercial correspondence Business letters
	<b>Call Number</b>	651.75 GEF

Philadelphia University Library 2011