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### Model Business Letters E Mails

In the professional world, you will often need to write a business letter or send a professional email. From applying to a new job, writing a thank you note, sending a note of apology, or sending a farewell email when you depart, there are many circumstances that will require an appropriately formatted letter or email.

## **Types of Professional Business Letters**

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## **Business Letter Format - Overview, Structure and Example**

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