



The Book of Letters: How to Write a Letter for Every Occasion

By Peter Breen

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This new edition of the classic guide to letter writing offers readers practical solutions to a number of everyday personal, consumer, business, and legal problems. It also contains handy tips for letter writing using non-traditional methods such as e-mail and fax. Included are standard form letters for numerous situations as well as invaluable tips for communicating the written word in the most effective way.

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Editorial Review

About the Author

Peter Breen is an independent member of the Upper House of the New South Wales Parliament. A former NSW Chairman of the Australian Small Business Association he has practised as a solicitor and barrister since 1973. In 1999 he successfully moved for an inquiry by the NSW Parliament into a statutory Bill of Rights for NSW. He is currently preparing a report for the Parliament on the results of the inquiry.

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