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Business Correspondence and Report Writing,3e: Author: R C Sharma Krishna Mohan: Edition: reprint: Publisher: Tata McGraw-Hill Education, 2002: ISBN: 0070445559, 9780070445550: Length: 431 pages :...

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Business letters, for example, may confirm an agreement or reject a request, while a business report may record everything from a business trip to a company meeting. Function Business letters often communicate positive or negative news and other business matters to an audience external to a company or organization, whereas business reports usually provide detailed factual information to a variety of audiences.

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