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Need help starting your business letter? Here are collection of business letter samples that may help you start your letter. When writing, make sure to always use the correct business letter format, introduce yourself in a polite manner, identify the purpose, and make sure to request some kind of action at the end. Sample Rules Letters. This type of letter lists one or more rules which members of an organization or team may be obligated to keep in mind. The rules letter may also mention the action that could be taken against those violating them. Sample Job Thank You Letters. Write this type of letter to communicate thanks about a job-related issue. You will likely need to modify this letter sample at least somewhat so that it most closely matches what you want to communicate. Whether you are a student who needs a letter of recommendation for an application or a reference writer who is not sure how to format the letter, the following samples can help. Below, you'll find examples of academic recommendations, personal recommendations, letters asking for a recommendation and lists of references., Samples Letter Purchase Order.

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