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# **Acknowledgment Letter** for Receiving Cash

10,		ш
No.	(RECEIVER'S NAME).	=
	(RECEIVER'S ADDRESS)	×
DATE:	::/(DATE)	SA
SUBJE	ECT: ACKNOWLEDGEMENT OF CASH RECEIVED	
RESPE	PECTED SIR/ MADAM,	
1	(YOUR NAME) WRITE THIS LETTER TO ACKNOWLEDGE THAT I HAVE RECEIVED A SUM A	MOUNT OF
(	(MENTION AMOUNT) IN CASH FROM (MENTION NAME) ON _/_/_ (DATE) FOR	(MENTION

### **Sample Letter Acknowledging Receiving Money**

**Hussin A.Rothana** 

#### **Sample Letter Acknowledging Receiving Money:**

Federal Response to Criminal Misconduct by Bank Officers, Directors, and Insiders United States. Congress. House. Committee on Government Operations. Commerce, Consumer, and Monetary Affairs Subcommittee, 1984 Handbook of Business Letters Jeffrey Seglin, Edward Coleman, 2012-07-15 Though the fundamentals of letter writing have remained the same the way we communicate in business is constantly evolving With the understanding that consistently professional correspondence is essential to success in any industry The AMA Handbook of Business Letters offers readers a refresher course in letter writing basics including focusing the message establishing an appropriate tone and getting your readers attention You ll also receive tips that apply to all written forms of communication on things like salutations subject lines signatures and formatting Jeffrey Seglin communications director and professor of Harvard University's graduate and professional school and author Edward Coleman provide over 370 customizable model letters divided into categories reflecting various aspects of business such as sales marketing public relations customer service human resources credit and collection purchasing permissions and confirmations With helpful appendices listing common mistakes in grammar word usage and punctuation the latest version of this adaptable book extensively updated with more than 25 percent new material will assist professionals through every conceivable business correspondence with confidence The AMA Handbook of Business Letters Jeffrey L. Seglin, Edward Coleman, 2002 This book CD ROM reference for professionals teaches letter writing basics and offers style and grammar guidelines along with some 365 sample letters for sales marketing and public relations vendor and supplier issues credit and collections transmittal and confirmation personnel matters and every other business situation Appendices list frequently misused words punctuation guidelines abbreviations and telephone and online grammar hotlines The CD ROM contains all of the sample letters from the book which can be customized for immediate use Seglin teaches magazine publishing in the graduate department of writing literature and publishing at Emerson College Annotation copyrighted by Book News Inc Portland OR International Business Correspondence Sinee Sankrusme, 2017-04 International business correspondence is not simply writing or information exchange It is something that you want others to know about you to know about your business and the way you deal with business transactions It is by the way you create your letter that your reader can identify whether you are friendly rude or you just simply want to do business Your letter shows your attitude This is one reason why it is important to consider your way of writing write professionally and with courtesy Success of business transactions is not only dependent on your ability to talk and communicate verbally but also the way you communicate in letters How important is learning the proper way of writing business letters This book will help you to improve your written communication by guiding you through the steps and guidelines of making an effective letter Aside from that you will learn to see that planning is important Gathering information and doing some research will help you As you go through answer complaints it will save you to make adjustments it is important and friendly to reply to inquiries it is

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IRS Procedural Forms and Analysis ,1998

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