

# LETTER PERFECT

## A GUIDE TO PRACTICAL PROOFREADING

An easy, sensible system to help you catch and mark errors in all types of business and professional documents

PEGGY SMITH

# Letter Perfect A Guide To Practical Proofreading

**William D. Baker**

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Step Four Present Any Necessary Law Step Five Present the Demand Step Six Close With a Deadline Example Demand Letter Step Nine The Final Check The First Layer Revising Out Loud The Second Layer Sentence Triage The Third Layer Find Searches The Fourth Layer The Fine Points Appendix Legal Citation Tips Cases Statutes and Regulations Constitutions

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