

# Persuasive Business Writing: Creating Better Letters, Memos, Reports, And More By Mary Cross

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The Business Memo. The memorandum Length: A memo is usually no more than one page long. Guffey, Mary Ellen, Business Communication: Process and Product 6th ed.

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Mary Cross, Persuasive Business Writing : Creating Better Letters, Memos, Reports, and More. New York, NY : American Management Association.

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