

101 LEGAL LETTERS



Business Associates Inc.

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ABOUT THIS PUBLICATION

This publication provides entrepreneurs and small business owners with a comprehensive set of legal letters. It has been designed to cover legal areas you face in day-to-day business. These letters can be used in those circumstances, which are described by their clear wording, content, and outline. All legal letters can be readily adapted to suit specific business needs and situations. Technical legal jargon has been eliminated whenever possible and replaced with easy-to-understand plain English for simplicity of use and readability.

All letters listed in the “*101 Legal Letters*” publication can be quickly re-typed on business letterhead or simply printed direct from your computer. To use a letter simply type the text verbatim and where instructed, add relevant details including name(s), address, dollar amount, etc.

The proper and careful use of these legal letters will provide the small business owner with the opportunity to save a considerable sum of money in legal costs over the course of the life of their business. Each legal letter complies with current State/Federal law. Moreover, these letters will provide the business owner with a cost-effective way to avoid any misunderstandings about “what was or what was not” intended in a certain situation or business transaction.

Important: After using this publication you may wish to compose your own letters to suit special needs or circumstances in your type of business. If in doubt as to whether a particular legal letter (in this publication) will work in a specific application, please consult the advice of a professional person.

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BUSINESS ASSOCIATES INC.

“Professional Business Consultants”

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