

**THE
LETTER-WRITER'S
HANDBOOK**

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The Letter-Writer's Handbook by John Rexburn

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JOHN REXBURN

**THE
LETTER-WRITER'S
HANDBOOK**

THE "PRACTICAL" SERIES

THE
LETTER-WRITER'S
HANDBOOK

Brown
BY
JOHN REXBURN



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PART I
PRINCIPLES OF EXPRESSION IN
CORRESPONDENCE

1870

THE LETTER WRITER'S HANDBOOK

CHAPTER I

WHAT IS SAID AND HOW IT IS DONE

Introduction

LETTER writing is an important phase of business and social life. Altogether too many people seem to look upon letter writing as a very subordinate department of literature — as an “accident,” if I may be permitted to use the word here — of that delightful art or handicraft. Letters — and especially business correspondence — are declared to be governed by rules and principles of mechanical and artistic construction entirely different from those which should be observed by writers whose purpose is to provide for our entertainment or instruction the longer, more important, and scholarly essay, serious magazine article, or living book.

Such persons too often give as a weak