

5. We also agree to the authorship of the paper in the following sequence:  
Authors' Names in sequence:

Signatures of Authors:



Avneesh Gupta, M.D.



Dan X. Cai, M.D., Ph.D.



Sandra L. Cota, B.S. Ed.



Joseph F. Tomashefski, Jr., M.D.

6. Detailed contribution statements: We worked as a team and have been involved in every part or so.

Sincerely,



Avneesh Gupta  
2491 Blooming Yucca Drive  
Sierra Vista, AZ 85635  
520-417-4512 (office)  
520-417-1237 (home)

# How To Format A Business Letter With Two Signatures

**Kathy Bonewit-West, Sue A. Hunt, Edith  
Applegate**

## **How To Format A Business Letter With Two Signatures:**

**AMA 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

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**Integrated Business Communication** Bonnye E. Stuart,Marilyn S. Sarow,Laurence Stuart,2007-04-23 This



book applies communication concepts and issues from various fields such as marketing public relations management and organizational communication and packages them into a dynamic new approach Integrated Communication It is designed to give business students a basic knowledge and broad overview of communication practices in the workplace Ultimately the book should be seen as a practical guide to help students understand that communication is key to decision making and fundamental to success in a global marketplace The book uses an interdisciplinary approach to its discussion of integrated communication by incorporating theory application and case studies to demonstrate various concepts Theory is introduced when necessary to the understanding of the practical application of the various concepts Integrated Business Communication is broad enough in scope and method to be used as a core text in business communication Case studies are an integral part of the material

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