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Editorial Review

From the Publisher

A superlative self-help guide containing all correspondence paralegals will encounter in their daily practice. Designed to take a case from start to finish--from initial client contact through disposition of the matter. The letters will greatly aid in communicating information, requests or actions to be taken in a case, with the clear precision essential for effective representation. Examples run the gamut from very specific situations to standard ones.

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From reader reviews:

Luis Acosta:

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