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**Personal Notes: How to Write from the Heart for Any**

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In this upbeat, wise, and witty guide, journalist and lifestyle expert Sandra Lamb offers a wealth of advice, inspiration, and examples for anyone who wants to add flair, voice, and plain old fun to their letters and notes--as well as anyone who wants to know the etiquette of when and what to write. Using colorful examples and practical advice, the book covers thank yous, congratulations

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SANDRA E. LAMB has taught writing nationwide to such diverse groups as the American National Cattlewomen's Association, the American Society of Journalists and Authors, and the PEO Sisterhood. Lamb is the author of Personal Notes and Write the Right Words

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