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Professional correspondence (and academic correspondence with professors, deans, etc.) has its own set of rules - rules concerning the level of formality, how to handle requests, good news, bad news and so on. Such rules are about the same in academic or professional email as in snail mail. The problem is that for people new to email or new to professional life, it's so easy to forget the difference between casual correspondence among friends and more formal correspondence.

~~Handling Professional and Academic Correspondence ...~~

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