



4-3 英文で手紙・E-メールを書く
~ Writing a letter/E-mail in English ~
書き始めと終わりの言葉
~ Words of the beginning and the end ~



1. Dear Mr. /Mrs.
= Dear Sir/Madam.
2. We have received your letter of January 31, 20XX.
= We have received your letter dated January 31, 20XX.
= I read your letter last week.
3. We have received your letter of March 10 and the product sample.
= We've received your mail last day.
4. Thank you for your inquiry dated June 18.
= I'm so thankful for your inquiry.
5. This is in response to your letter of February 19.
= This is in reply to your letter dated February 19.
= This is our reply to your letter.
5. In response to your letter of April 8, we would like to inform you of the following:
= We would like to inform you about the product.
6. We are pleased to learn that you are satisfied with our product.
= We are very happy about your positive comments on our product.
7. We are sending you our latest catalog and price list.
= Attached here is our latest catalog.
= We are pleased to send you our latest catalog and price list.
8. Enclosed, please find a copy of our company brochure.
= Enclosed is a copy of our company brochure.





4-3 英文で手紙・E-メールを書く
~ Writing a letter/E-mail in English ~
書き始めと終わりの言葉
~ Words of the beginning and the end ~



1. Thank you for your order dated October 21.
= Thank you for your request.
2. Your kind and best attention to this will be highly appreciated.
= We highly appreciate your recognition.
= We hope you will give this your kind and best consideration.
3. We look forward to your continued patronage.
= We hope to expect more from you.
4. Your kind cooperation is greatly appreciated.
5. We are at your service at all times.
= We look forward to the pleasure of serving you.
6. We look forward to hearing from you soon.
= We will be pleased to hear from you soon.
7. We would appreciate your early reply.
8. Sincerely yours,
Very truly yours,



挨拶・案内状の書き方
~ How to write an information letter ~



1. I take office as the Director of Sales of ABC Electric.
= I'm the officer-in-charge of the Sales Department.
2. I have just arrived at my new post as the Branch Manager of ABC Machinery, Los Angeles Office.
= I was just promoted as Branch Manager of ABC Company.
3. As of September 10, 20XX, I have taken over your account.
= I promise to work hard in your company.
4. Thank you for your warmest guidance during my stay at the head office.
= I'm very happy for your guidance while working with you.
5. I will strive to excel in my new office.
= I promise to do my best for the company.
6. I will make every effort to settle into this new job as soon as possible.
= I'll make my work remarkable to you.
7. I ask for the same guidance and support that you gave my predecessor, Satoshi Murata.
= I'll ask for same support like what you did before.
8. On June 1, I was officially transferred to ABC Insurance Inc., Nagoya Branch.
9. I am leaving the U.S. on March 1, 20XX to take up a new assignment in Japan.
= I was officially transferred here last June 1, 2006.
= I signed my official contract with the manager last June 1, 2006.

挨拶・案内状の書き方
~ How to write the information letter ~



1. I was fortunate enough to have many precious experiences both professionally and personally here in the U.S.
= I'm much honored to work with you all here in New York.
= I'm glad to work with you here in New York.
2. I believe that these experiences will contribute to my life in the future.
= I'm sure that my work experiences here will contribute a lot to my future.
3. I would like to express my sincere appreciation for your kindness and support.
= I really appreciate your kindness and support.
= I do thank you for your warm welcome.
4. I would be grateful if you extend the same courtesy to my successor, Mr. Masashi Takada.'
= I would be more thankful if you'll respect my successor too like the way you did to me.
5. I wish you all good health and success.
= I hope you'll be all fine here and more success may come.
6. I hope to have the pleasure of meeting you again either in the U.S. or Japan.
= I'm hoping to meet you all again.
7. We are pleased to inform you that on June 15, 20XX, we will open our Dallas Representative Office.
= We would like to inform you that we will open our new office in Texas.
8. This is to inform you that effective November 15, 20XX, our new address and telephone number will be:
= I would like to tell you about our new office numbers.

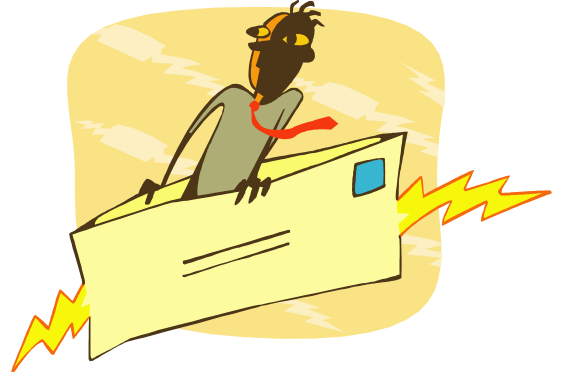
お礼とお詫びの書き方
~ Letter of Thanks and Apology ~



1. It was a great pleasure for me to have had the opportunity to meet you.
= It's my honor to meet you.
= I'm glad to have this chance to meet you.
2. Thank you very much for coming all the way to Japan.
= I'd like to thank you for your visit here in our new office.
= I'm happy for your surprise visit in our new office.
3. Thank you for coming to our office during your brief stay in Japan.
= Thank you for the time you spent to us.
4. I enjoyed meeting you in New York during my recent visit.
= I enjoyed the last time I visited you in New York.
5. I am delighted to be able to meet you in person.
= I'm so pleased to meet you personally.
6. I learned great deal from my discussion with you.
= I learned a lot of things from you.
7. Thank you for your inquiry about our products.
= Thanks for asking about our new product.
8. We appreciate your interest in our products.
= Thank you for showing interest in our products
= Thank you for giving interest to our products.
9. We are sorry for not answering your letter sooner.
= We are sorry for not replying to your letter as it was needed.



お礼とお詫びの書き方
~ Letter of Thanks and Apology ~



1. We are very sorry for not being of any help.
= We're very sorry for the inconvenience.
2. We regret not being able to satisfy your request.
3. Unfortunately, we do not intend to handle new items at this time.
= Actually, we don't have new stocks for that item.
4. Therefore, your proposal cannot be accepted.
= I'm sorry for your failing proposal.
5. We hope you will understand our position.
= I appreciate your understanding of our position.
= Please be considerate with our decision.
6. We are very sorry to have caused inconvenience to you.
7. We are very sorry for the delay and the inconvenience it has caused.
8. Please accept our apology for this matter.
= I'd like to ask for an apology from you.
9. Unfortunately, the information you have requested cannot be made public.





問い合わせをする・依頼をする
~ Inquiry and Request ~



1. I read about your new product in a trade paper.
= I heard a lot about your product in the television.
2. I would like to know more about the matter.
= Is it ok if I'll ask for more information about this?
3. We are interested in your mobile terminals.
= I'm interested with your product.
4. Please send us your product catalog.
= We would appreciate a copy of your product catalog.
= Could you please furnish us a copy of your catalog?
5. We would be glad to have a list of your dealers in England.
= We're happy to hear that you're giving out the list of your dealers to us.
6. We are currently seeking new dealers in the U.S.
= We are still looking for new dealers in Europe.
7. We are exploring the possibility of a joint venture in Europe.
= We are thinking of chances to have a joint trade in Europe.
8. We would be happy to discuss this with you if you are interested.
= We are glad to explain to you if you're interested.
9. We would appreciate it if you introduce some potential partners in this field.
= We would appreciate it if you'll recommend reliable partners in Sales.
10. We would like to know the conditions of purchasing 1,000 units of this item.
= What are the conditions if we'll purchase more than 5,000 units of PC's?





問い合わせをする・依頼をする
~ Inquiry and Request ~



1. We would appreciate it if you reply to this inquiry by September 15.
= We would be happy for your advance reply to this inquiry.
2. We would like to receive your offer for processors of the following specifications:
= Your proposal is granted along with these specifications.
3. I am disappointed not to have received any reply from you to my letter of September 30.
= I'm sad because you didn't respond to my letter.
4. We must protest against the delay in the delivery of our order.
= We will ask for legal actions about the delay of the delivery.
5. It is causing us the greatest inconvenience.
= It's really a great inconvenience to our clients.
= The delay brought up inconvenience to our customers.
6. We must really ask you to deliver the goods immediately.
= Please deliver the new items as soon as possible.
7. We have already informed you of the delay by phone.
= We already called your office about the delay.
8. We request your prompt action in this matter.
= You are requested to act promptly in this matter.
9. We request that you investigate the matter immediately.
= Please conduct investigations about this matter.





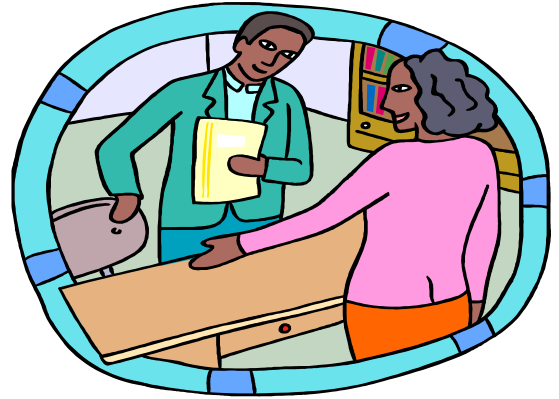
就職をするとき
~ Job Application ~



1. I am seeking a job as a secretary.
= I want to apply as a secretary.
2. I have heard that you are seeking sales representatives.
= I heard that you are in need of sales representative.
3. I understand that you have a vacancy for accountant.
= I heard that you're hiring a new accountant.
4. I am writing to apply for the position of clerical worker.
= I would like to apply for the position of clerical worker.
5. With reference to your advertisement in The Japan Journal, I wish to apply for the vacancy on your staff.
= I've read from the newspaper that you are hiring for a new staff. I want to apply for it.
6. I am enclosing my resume and a description of my business experience.
= Enclosed here is my resume and service records.
7. I have been working in the automobile industry for five years.
= I'm an experienced office clerk for 6 years.
8. I would like to extend my experience by working for a foreign company.
= I've wanted to have experience of working abroad.
9. The job description for the position you are offering is exactly what I have been looking for.
= I'm really suited to the position you offered.
10. I believe that I can make the best use of my experience for your company.
= I believe that my experience will be utilized in your company.



就職をするとき
~ Job Application ~



1. I am confident that I will be able to handle a wide range of work.
= I'm confident to take wide responsibilities.
2. I have confidence in my English ability.
= I am confident of my English ability.
= I can communicate with others using English.
= I'm fluent in English.
3. I am certain that I will give complete satisfaction. Do you favor my application?
4. As to my personal character and qualifications, please refer to Mr. Yasuo Takagi of ABC Company.
= My resume includes my personal references. You can contact them all.
5. Your best and kindest consideration to my application will be greatly appreciated.
6. Thank you for applying for the post of sales representative in our company.
= Thank you for applying here in the office.
= Thank you for your application.
7. We regret that there is no vacancy that suits your qualifications at present.
= I'm sorry but you are not qualified for the position.
8. We will keep your data on file and get in touch with you when we have a suitable position to offer.
= We will call you about the result tomorrow.
= We will send you an email about the result.



Eメールでの書き方 ~ How to write E-mail ~



1. Subject: New Mission
2. I am glad to inform you that I have been promoted to the post of Director of Business Promotion.
= I'm happy to tell you that I'm promoted as the Branch Manager of Tokyo Bank.
3. As of April 1, my direct telephone line will be 12-123-4567.
= You can contact me in this number.
3. My fax number and e-mail address will remain the same.
= I'm still using my old email address.
4. As I will assume more power and responsibility, I am excited to take up new challenges.
5. I hope to continue our good business relationship with you.
= I'm hoping to continue our good relationship like before.
6. Subject: Congratulations!
7. It was my great pleasure to hear about your promotion.
= I'm so happy for your promotion.
8. I am sure that you will carry out your mission with your ability and energy.
= You really deserve the promotion.
9. I wish you good luck with your new responsibilities.
= I wish you all the best to your new field of responsibility.
10. Subject: New Position
11. As of September 10, I will be transferred to the Market Development Department.
= I would like to inform you that I will be assigned in the U.S. next month.



Eメールでの書き方 ~ How to write an E-mail ~



1. We will be closed from August 11 to 17 for summer holidays.
= We want to inform you that we are closed this summer holidays.
2. Business will resume on August 18.
= We will go back into business on August 18.
3. Subject: Notice of Vacation
4. I will take a vacation from July 25 to August 4.
= I will be in Europe next week for a vacation.
5. Ms. Hiroko Morita will take over my job while I'm gone.
= He will be in-charge in behalf of me.
6. Subject: Sorry for the late reply.
7. Sorry that I did not reply sooner.
8. I was out of town on a business trip.
= I was on a vacation when you called.
9. Subject: Visit to New York
10. I will visit our New York office from March 8 through 12.
= I'll be visiting New York office next week.
11. I would like to see you during my stay if it is possible.
= I want to see you in New York too.
12. Please let me know if we can meet.
= Please inform me if we can't meet.