# CHAPTER 2　ビジネスEメールの文例と言い換え表現

## 1 社外

### 01 見積もりを依頼する（p. 29）

件名

Request for Price Quote

あいさつ・用件

Dear Sir/Madam,

We at ABC Consulting would be grateful if you would provide us with a quote for the following items:

本文・詳細

– Website design and architecture

– Copywriting

– Coding & Development

– Monthly hosting and support

Desired completion date is end of June.

締め・ネクストステップ

Please feel free to call me if you need any further information in order to provide us with a firm price.

We look forward to hearing from you.

Sincerely,

Anna Li

### 02 資料の問い合わせ（p. 31）

件名

Request for slides: Junko Yamamoto

あいさつ・用件

Dear Mr. Jack Sharp,

I recently attended the National Marketing Conference and enjoyed your lecture on efficiency. Would you mind sending me the slides of the appendix that you referred to at the end of your presentation?

本文・詳細

The topic was timely, and it was stimulating for everyone. I personally feel much more confident in maximizing our office efficiency.

締め・ネクストステップ

Thank you for your time. I look forward to hearing from you soon.

Sincerely,

Junko Yamamoto

### 03 受け取り確認の問い合わせ（p. 33）

件名

Request for Confirmation

あいさつ・用件

Dear Ms. Kensington,

On March 14, my secretary sent the publishing contract to your office by express mail, but we have received no response.

本文・詳細

I am concerned that it may not have arrived. Would you please notify us as to whether you have received it?

締め・ネクストステップ

Thank you for your kind attention.

Best regards,

Ken Sato

### 04 不在時メッセージ（p. 35）

件名

Emily Suzuki Out of Office from July 14 to Aug 2

あいさつ・用件

Hello,

Thanks for your email.

本文・詳細

I am on vacation until August 2 and may be slow to reply until then.

締め・ネクストステップ

If you need immediate assistance, please email Anna Li at annali@cmlanguage.com.

Thank You!

Emily Suzuki

### 05 会議・イベントへの招待（p. 37）

件名

Invitation to business expansion meeting

あいさつ・用件

Dear Mr. Johnson,

This email is regarding the meeting which is organized by AAA Ltd. in order to announce and to discuss the possibilities for business expansion. This event will take place at the Crown Hotel on Friday April 15, at 1 pm.

本文・詳細

We have invited all our business partners. Kindly find the attached invitation letter to join this meeting. We look forward to your attendance to make this meeting fruitful.

締め・ネクストステップ

If you have any questions, feel free to contact our official numbers within working hours. Please confirm your attendance by replying to us in advance.

Sincerely yours,

Jack Smith

AAA Ltd.

### 06 招待を受諾する（p. 39）

件名

Thank you for your invitation

あいさつ・用件

Dear Jennifer Wang,

Thank you for inviting us to be part of TTT’s 30th anniversary event. We’re eager to see you all again.

本文・詳細

We’ll be arriving on Monday at 7:40 pm on flight 1042. Thank you for offering to pick us up and getting us a room at the Crown Hotel. Thank you for taking care of everything.

締め・ネクストステップ

We look forward to spending time with you and wish you all the success for many more years to come. We hope to continue doing business with you in the future.

Sincerely,

Miki Yokota

### 07ミーティング後のフォローアップ（p. 41）

件名

Friday meeting follow-up

あいさつ・用件

Dear Elizabeth Sanders,

Thank you for taking the time to meet with me last Friday. It’s been a pleasure talking to you and learning about your company.

本文・詳細

Here are the main takeaways from our meeting:

•We have agreed on a 3-month trial for your team.

•We agreed to meet next month to consider further collaboration.

締め・ネクストステップ

Over the next few days, I will draft a formal proposal which will address these points. In the meantime, if you have any questions, please call me at 555-5555.

Thank you again for your time and consideration.

Best regards,

Nahoko Tanaka

### 08ミーティングのキャンセル（p. 43）

件名

Meeting Cancellation: Tomorrow 9 am

あいさつ・用件

Dear Sam,

I am writing to inform you that due to an unforeseen and emergent situation, I have no choice but to cancel our meeting scheduled tomorrow at 9 am regarding our collaboration.

本文・詳細

I have been notified by my assistant that I must take a business trip to Seattle, which cannot be postponed. I sincerely apologize for all the inconvenience, as well as for my short notice.

締め・ネクストステップ

I should be back in town on July 15. I will be pleased to meet with you after things slow down a bit. I will write you by the end of the week and suggest a new appointment date.

Best regards,

Satoko Matsumura

### 09スピーチ依頼を断る（p. 45）

件名

Unable to join conference

あいさつ・用件

Dear Alan Jeffery,

My sincere thanks for the thoughtful invitation to speak at the conference next month.

本文・詳細

I am sorry that my travel plans will take me away during that week, so I won’t be able to be part of the program; otherwise, I would be pleased to accept your invitation.

If you do not have another person in mind, you might consider inviting my colleague Sakiko Tanaka. She’s a great speaker and her insights are very interesting.

締め・ネクストステップ

In any case, I wish you a very successful day. Thank you for thinking of me.

Best regards,

Lisa Okamoto

### 10締め切りの延長をお願いする（p. 47）

件名

Extension Request for Annual Report

あいさつ・用件

Dear Jennifer,

I wish to update you on the status of the Annual Report that you requested I complete. Due to some technical problems, it appears that they may not be finished by next Tuesday’s deadline.

本文・詳細

We are currently having issues with the new software version that rolled out in last night, but our IT department is working diligently to resolve this issue.

As a result, I would like to request that the deadline be extended until next Friday, August 23, 2019. I regret having to ask you for this extension. However, I want to make sure that there is sufficient time and ensure that it is free of errors.

締め・ネクストステップ

Please let me know if this new deadline will be acceptable. Thank you in advance for your understanding.

Sincerely,

Junko Nakayama

### 11入札の依頼（p. 49）

件名

Request for bids

あいさつ・用件

Dear Sir/Madam,

ABC Consulting is currently seeking bids on setting up and maintaining a website that will showcase our new software products.

本文・詳細

Bids must include a sample page that introduces the four key products described on the attached documents. Please see the attached request for proposal (RFP) for further details about our requirements.

締め・ネクストステップ

ABC Consulting looks forward to receiving your bid by Friday, October 15. The website must be ready for testing by November 30 and fully operational by January 15.

We look forward to your response.

Sincerely,

Richard Castle

### 12取引終了の連絡（p. 51）

件名

Termination of Business Relationship

あいさつ・用件

Dear Mr. Ronald Jackson,

I am writing to inform you that, unfortunately, our arrangement isn’t working out, and I am terminating our professional relationship.

本文・詳細

I am attaching all the required documents for your reference and also to quicken the pace of this process. I would appreciate the fullest cooperation from your side.

締め・ネクストステップ

I wish you the best of success in your future endeavors.

Sincerely yours,

Joe Yamamoto

## 1 入れ替え表現

### 見積もりを依頼する（p. 52）

あいさつ・用件

We would like to request a price quotation for the following products.

本文・詳細

With the potential long-term nature of this request, we would be delighted if you would give us your best possible price for these items.

We are in a position to purchase these goods immediately if the price is within our allocated budget.

締め・ネクストステップ

We hope that this can be the start of a long-lasting business relationship.

### 資料の問い合わせ（p. 53）

あいさつ・用件

I am writing to inquire about your rental service.

本文・詳細

Please send us your latest catalogue to our address listed below.

I would be very thankful if you could send me a detailed catalogue regarding the product.

締め・ネクストステップ

I hope you will consider my request and send me the details at the earliest.

### 受け取り確認の問い合わせ（p. 54）

あいさつ・用件

This is to bring to your kind attention that I sent you the website analytics report two weeks back.

本文・詳細

I would be very grateful if you could send me a confirmation mail acknowledging receipt of my report.

I would like to confirm if you have received it.

締め・ネクストステップ

Looking forward to a positive reply from you.

Please contact me immediately regarding the report.

### 不在時メッセージ（p. 55）

あいさつ・用件

Thanks for your email. I am out of the office until August 2.

I will be out of the office from July 14 until August 2.

本文・詳細

I will reply to your email after I return.

During this period, I will have limited access to my email.

締め・ネクストステップ

For any urgent matters, please contact Anna Li. Thank you.

### 会議・イベントへの招待（p. 56）

本文・詳細

Please join us for this exclusive, invitation-only event.

Please confirm your attendance by registering online by Friday September 17.

締め・ネクストステップ

Please do not hesitate to contact me if I can be of any further assistance.

Kindly ensure your attendance by replying to us in advance.

### 招待を受諾する（p. 57）

あいさつ・用件

I am writing this letter to kindly thank you for inviting me to attend the up-and-coming ABC conference in Washington DC, on May 7.

Thank you for your kind invitation to the annual marketing event on Friday, June 16.

本文・詳細

I am confirming my attendance and strongly hope this conference will give us a chance to strengthen our relationship.

We are delighted to have received the invitation.

締め・ネクストステップ

Thank you once again for inviting me. I look forward to meeting with you and your team.

### ミーティング後のフォローアップ（p. 58）

あいさつ・用件

Thank you for taking the time to discuss with my colleagues today regarding your e-commerce goals.

I think you will agree that we had a very productive meeting.

本文・詳細

During our meeting, we spoke about your company’s specific need for weekly deliveries. We also spoke about my company’s capabilities.

The following points summarize our discussion:

締め・ネクストステップ

I will write you next week to arrange our next meeting with you and your team.

Meanwhile, if you have any questions, please feel free to message or call me.

### ミーティングのキャンセル（p. 59）

あいさつ・用件

I regret to inform you that I have to cancel our meeting scheduled at 9 am on Tuesday 20th.

本文・詳細

I sincerely apologize for all the inconveniences, as well as for my short notice.

Please accept my sincere apologies for any inconvenience this may have caused.

I know how important it is for you to finally work out a plan for the next quarter.

締め・ネクストステップ

I hope for your understanding and am looking forward to our meeting, which we could reschedule for the week of 20th.

I will write you by the end of the week and suggest a new appointment date. Thank you once again for your consideration.

### スピーチ依頼を断る（p. 60）

あいさつ・用件

Thank you for your invitation to address your annual convention in November.

本文・詳細

Unfortunately, I am unable to accept because I have already committed to another event on the same day.

You may, perhaps, consider approaching Jenny Yang who is also an expert in research with a great reputation.

締め・ネクストステップ

I know your conference will be a success, and thank you again for considering me.

### 締め切りの延長をお願いする（p. 61）

あいさつ・用件

I sincerely apologize for missing the deadline for the business report.

I’m reaching out because, unfortunately, I won’t be able to submit the analysis by tomorrow as promised.

本文・詳細

I take full responsibility for underestimating how long it would take, and for not reaching out sooner.

I am asking you to consider whether it would be possible for me to send you my documents by December 15.

締め・ネクストステップ

Please accept my deepest apologies for this inconvenient delay. Thank you so much for your kind attention to the above matter.

### 入札の依頼（p. 62）

あいさつ・用件

ABC Consulting invites bids for setting up a website by September 13.

本文・詳細

We would like to request a bid from your company stating payment terms and all other information by August 10.

締め・ネクストステップ

You can call 555-5555 for further information regarding this bid.

I look forward to receiving your bid.

### 取引終了の連絡（p. 63）

あいさつ・用件

This is a formal notice to inform you that the contract between our companies will be terminated on March 16, 2019.

I am writing this letter to hereby inform you that we have decided to terminate our business relationship.

本文・詳細

Your delay caused us a huge financial loss, and we are on the verge of losing our clients.

締め・ネクストステップ

Please confirm receipt of this email as termination of our contract and the closing of our account. If you have any questions, you can reach me at 123-4567.

We would like to thank you for our long-standing collaboration.