# CHAPTER 2　ビジネスEメールの文例と言い換え表現

## 2 アポイントメント

### 13 取材の依頼（p. 65）

件名

Request for a Lunch Interview

あいさつ・用件

Dear Jane Regnalt,

My friend Harry Ota and I were talking about how much we enjoyed reading your new book last week, and he suggested that I contact you.

本文・詳細

I absolutely love what you wrote. The book showed great insights into the marketing industry, with inspiring examples from other countries!

I’m writing a series of articles about the best marketing professionals in Tokyo and I’d love to include you.

締め・ネクストステップ

Are you available for a lunch interview on Wednesday at noon? If that doesn’t work for you, please send me a few alternative dates and times.

Looking forward to speaking with you.

Best regards,

Hiromi Abe

### 14 出席の連絡（p. 67）

件名

Attending the event on September 30

あいさつ・用件

Dear Mr. Williams,

I’m very pleased to accept your invitation to the event on September 30. I think that the upcoming event will be a great opportunity to exchange our business goals and discuss their development.

本文・詳細

The time you’ve chosen fits best with my business schedule.

締め・ネクストステップ

I will be looking forward to hearing from you if you have any other additional information for the event.

Sincerely,

Tomo Yoshikawa

### 15アポイントメントを受ける（p. 69）

件名

Meeting you on Sept 29

あいさつ・用件

Dear Mr. Johnson,

I am very pleased to accept your invitation to meet with your marketing team.

本文・詳細

To confirm the details, I will meet you in the lobby of the Crown Hotel at 9:30 am, September 29.

締め・ネクストステップ

We have a lot to discuss. See you then.

Sincerely,

Anna Suzuki

### 16アポイントメントをキャンセルする（p. 71）

件名

Cancelled meeting: July 15

あいさつ・用件

Dear Ms. Kensington,

It has come to my attention that your company representatives have an appointment to meet with our engineers on Friday, July 15. Unfortunately, this meeting needs to be cancelled.

本文・詳細

There must have been a misunderstanding as we have already contracted with another company to take care of network security issues. Our current contract runs for two more years.

締め・ネクストステップ

I apologize for any inconvenience this may have caused you.

Sincerely,

Takayuki Aizawa

## 2 入れ替え表現

### 取材の依頼（p. 72）

あいさつ・用件

I am the managing director of MWC Holdings. I met you for a short time during the worldwide innovation conference last month and I am writing to request a meeting appointment with one of our representatives on September 17.

本文・詳細

I would like to request that we schedule a formal meeting at your earliest availability to further discuss and explore ideas that are of interest for both of us.

One of our sales representatives will be traveling to your area during mid-September, and we’re very interested in scheduling an hour-long meeting with you.

締め・ネクストステップ

Are you available in the afternoon on September 17? If not, then please feel free to propose a convenient time.

### 出席の連絡（p. 73）

あいさつ・用件

I accept your kind invitation to brunch at the Crown Hotel on Saturday, March 15 at 10:30 am.

I received with pleasure, your invitation to the ABC Foundation launching party. I feel honored to have been chosen to be a part of this spectacular event.

本文・詳細

Thankfully, my calendar is clear that day so I have saved the date and would be attending the event.

締め・ネクストステップ

Unfortunately, we will have to leave early due to a prior engagement.

I wish you a successful launch event.

### アポイントメントを受ける（p. 74）

あいさつ・用件

I’m glad to accept your meeting request that you scheduled on May 9.

本文・詳細

I’m interested to meet with you. However, I prefer if we meet on May 9 instead of May 8 since I already have prior engagements on that day.

締め・ネクストステップ

We shall meet at Crown Hotel as suggested. Looking forward to meeting you there.

We shall meet at 11 am as planned. See you tomorrow.

### アポイントメントをキャンセルする（p. 75）

あいさつ・用件

I am writing to let you know that unfortunately, I must cancel the meeting that we have scheduled for Thursday, October 20 at 11 am.

An unexpected scheduling conflict has arisen and has caused me to have to cancel our appointment.

本文・詳細

Would Tuesday, October 25 at 9 am work for you? Please call or email me to let me know.

締め・ネクストステップ

I apologize for any inconvenience that this change may cause. I look forward to seeing you in the near future.