# CHAPTER 2　ビジネスEメールの文例と言い換え表現

## 5社内

### 42インボイスの確認依頼（p. 153）

件名

Can you check the invoice?

あいさつ・用件

Hi Tom,

This email is concerning a telephone call I received from a customer who has been overcharged for an order.

本文・詳細

The customer’s name is Jane Bryant. Ms. Bryant believes that we charged her twice for the same product. She states that she only ordered and received one product but was charged for two products.

締め・ネクストステップ

Would you mind checking the invoice to see if Ms. Bryant is correct? Please contact me as soon as you have reviewed the invoice.

Kind regards,

Noriko

### 43小口現金の承認依頼（p. 155）

件名

Request for petty cash

あいさつ・用件

Hi Emily,

I am writing this email to ask you for the approval of a petty cash request, for the value of $80.

本文・詳細

This request is for official purposes only and is necessary for the coffee and snacks for tomorrow’s workshop.

締め・ネクストステップ

Thank you for your time.

Kind regards,

Anna Li

### 44電話・ビデオ会議の依頼（p. 157）

件名

Tuesday at 4–4:15 pm sound good?

あいさつ・用件

Hi John,

Do you mind if we jump on a (strictly timed) 15-minute call tomorrow?

本文・詳細

I’d love to discuss:

– our advertising budget for the next quarter.

– our priorities for next quarter.

締め・ネクストステップ

Does 4–4:15 pm tomorrow sound good? Talk soon.

Regards,

Shizuka Fujimoto

### 45会議をリスケする（p. 159）

件名

Meeting date changed

あいさつ・用件

Hi everyone,

本文・詳細

Due to unavoidable circumstances, the marketing department meeting date has changed from September 13 at 4:00 pm in Room Fuji to September 17 at 9:30 am in the same venue.

締め・ネクストステップ

For questions, contact me anytime.

Best regards,

Sako

### 46アンケートの依頼（p. 161）

件名

Productivity Questionnaire by End of Today

あいさつ・用件

Hi David,

As you know, we are troubled that production time per unit has increased sharply in recent months. Those of you who work most closely with production are best qualified to help us understand what has caused this change. Please set aside a few minutes today to fill out the attached questionnaire.

本文・詳細

Feel free to add additional remarks in the space provided and give it to your supervisor by the end of the day. All comments will remain anonymous.

締め・ネクストステップ

We all have a stake in our efficiency, so let’s work as a team to solve this problem. Your input is vital to our financial health. Thank you for your help.

Best regards,

Riria Tanimoto

### 47良い仕事への感謝（p. 163）

件名

Well Done!

あいさつ・用件

Hi Emily,

What a wonderful job you did with the store design!

本文・詳細

The design is great, and the decor complements the brand experience you are trying to create beautifully.

締め・ネクストステップ

Without your thoughtful planning and oversight, an undertaking like this would have been nearly impossible. Thank you once again for all your effort.

Best regards,

Takashi

### 48転勤の希望（p. 165）

件名

Request for Internal Transfer

あいさつ・用件

Dear Ms. Lin,

I am writing to request consideration for a transfer from my current position to a similar position at ABC Consulting in Singapore. My family has recently experienced some changes and I would like to be in closer proximity to them.

本文・詳細

I have enjoyed working here for the past seven years and appreciate the experience I have gained. While I will regret leaving my colleagues here, I feel that I could contribute significantly to the company’s potential growth in Singapore.

締め・ネクストステップ

I am attaching my updated resume for your review. Thank you for your consideration and assistance in this matter. If you need any additional information, please contact me.

Sincerely,

Andrew Staley

### 49上司に反対する（p. 167）

件名

Can we discuss the plan?

あいさつ・用件

Dear David,

While I understand the need to restructure our department, I disagree with the plan to lay off the team.

本文・詳細

This team has worked remarkably well, and I feel it would be a mistake to dismiss them.

締め・ネクストステップ

I would like to meet with you to discuss other options for improving our department’s efficiency. I will be very happy to meet at your convenience. Please let me know when you have time to hear my proposal.

Best regards,

Dan Nakamura

### 50ハラスメントを指摘する（p. 169）

件名

Official Complaint of Sexual Harassment

あいさつ・用件

Dear Julia,

I am writing to notify you that Ken has been sexually harassing me. The following incidents have occurred:

本文・詳細

– Approximately one month ago, Ken asked me out on a date. I said I wasn’t interested and left.

– On May 15, 2019, Ken approached me during the afternoon break in the kitchen and started rubbing my shoulders.

– Ken sent me an email expressing his interest in dating me on June 3, 2019, telling me I was “hot.” The email is attached.

締め・ネクストステップ

I would appreciate the opportunity to meet with you so we could discuss this situation and how it can be addressed.

Sincerely,

Jane Takenaka

### 51病欠の連絡（p. 171）

件名

Sick today

あいさつ・用件

Hi Joe,

Due to a personal illness, I’m going to take a paid sick day today.

本文・詳細

I plan on checking my email periodically throughout the day but will let you know if my condition worsens and I need to go fully offline. I am going to email Emi to ask her to run the meeting I scheduled with the client team.

締め・ネクストステップ

Please let me know if you have any questions. I hope to be back in the office tomorrow!

Best,

Anna

### 52入院している同僚へ（p. 173）

件名

Get well soon!

あいさつ・用件

Dear Miki,

I am sad to hear of your illness. I am sure everyone here at work feels the same.

本文・詳細

We understand that you are in good hands now, so we have confidence in your speedy recovery. Don’t give a second thought to work. You have a lot of good friends who are taking up the slack.

締め・ネクストステップ

Your job now is to get well. Best wishes from all of us.

Best regards,

Joe Yamamoto

### 53同僚の家族へのお悔やみ（p. 175）

件名

Our sincere condolences and funeral arrangements

あいさつ・用件

Dear All,

Our hearts go out to Anna Li who lost her father in an automobile accident near Fairfax last Saturday night.

本文・詳細

We all know how proud he was of Anna’s accomplishments. Our thoughts and prayers are with Anna at this time.

締め・ネクストステップ

A funeral service will be held at 3:00 pm Wednesday at the Fairfax Community Church. Those wishing to contribute to a floral arrangement should see Julia Lucas at the main desk. Anna’s coworkers who wish to attend the service will be excused from work.

Sincerely,

Joe Yamamoto

## 5 入れ替え表現

### インボイスの確認依頼（p. 176）

あいさつ・用件

We sincerely apologize for any inconvenience caused to you.

本文・詳細

We regret that our account department sent a wrong invoice which reflected overcharges. Please find the copy of the correct invoice.

We would like to thank you for bringing this issue into our attention. We are streamlining our process so that such mistakes can be avoided in the future.

締め・ネクストステップ

Please accept our apologies once again.

### 小口現金の承認依頼（p. 177）

あいさつ・用件

May I ask the permission of your supervisor to approve my petty cash request for $74?

本文・詳細

I need to take our client Alison for lunch after she arrives in Tokyo for her first time.

締め・ネクストステップ

Thank you for your time in advance.

### 電話・ビデオ会議の依頼（p. 178）

あいさつ・用件

You are invited to join a conference call about our advertising budget on Monday, June 22, 2019 at 9 am.

This is a formal request to hold a conference call on Monday, June 22, 2019 at 9 am.

The conference call service number is 555-555-5555 and the call-in code is 5555555.

本文・詳細

Would you be available tomorrow at 11 am for a meeting? It should not take more than 30 minutes.

締め・ネクストステップ

If you have any further questions or comments prior to the call, feel free to contact me.

### 会議をリスケする（p. 179）

あいさつ・用件

Because of some unavoidable circumstances, I have to reschedule our meeting.

本文・詳細

I am writing to let you know that unfortunately, I must cancel the meeting that we had scheduled for Monday, February 20 at 9 am.

I hope this new schedule will suit everyone.

締め・ネクストステップ

I apologize for needing to reschedule our appointment and for any inconvenience that this change might create. I look forward to seeing you in the near future.

If any of you have a problem with this new schedule, please inform me at your earliest convenience.

### アンケートの依頼（p. 180）

あいさつ・用件

I am writing to you to request your participation in a brief survey.

本文・詳細

The survey is very brief and will only take about five minutes to complete. Please click the link below to go to the survey website.

Your participation in the survey is completely voluntary and all of your responses will be kept confidential.

締め・ネクストステップ

Thank you very much for your time and cooperation.

### 良い仕事への感謝（p. 181）

あいさつ・用件

On behalf of the management team, I would like to extend our appreciation for the amazing work done by you on the MM project.

本文・詳細

We just wanted to make sure you know how much you are valued and appreciated.

The management team knows the amount of effort that you put into your job.

締め・ネクストステップ

Your diligence, self-motivation as well as dedication have been a source of inspiration for the rest of the team.

Thank you, Emily, for your hard work and dedication to this company both throughout the past few months and even before that. We really appreciate all that you do.

### 転勤の希望（p. 182）

あいさつ・用件

I am writing this email as a formal request to transfer my position from the Tokyo office to a similar position at the Singapore office.

本文・詳細

I have maintained my position at the Tokyo office for the past six years and now I would like to take on a new challenge.

I have already informed my immediate superior, Mr. Matsuura, on this matter.

締め・ネクストステップ

Thank you so much for considering my application.

### 上司に反対する（p. 183）

あいさつ・用件

I am writing this letter with regard to the recent performance evaluation.

本文・詳細

I’m afraid I can’t agree.

Maybe that’s not the best direction.

With regard to your concerns about the cost of the new website design being excessive, I’m afraid that I cannot agree with your opinion.

締め・ネクストステップ

If you want to discuss this matter further, please don’t hesitate to contact me on my mobile, 555-555-5555.

### ハラスメントを指摘する（p. 184）

あいさつ・用件

I will like to bring to your attention the rude and incompetent behavior of Mr. Takagi.

I wish to bring to your notice that he has been harassing me mentally and taking undue advantage of my temporary appointment.

本文・詳細

The harassment began on July 14 when I was first transferred to this department and he said he didn’t like having an Asian in his department. It has continued almost every day since.

While most of the abuses have been verbal, I have the recordings of two voicemails and one email from Mr. Takagi. I also have the collaboration of two witnesses who have heard the verbal abuse.

締め・ネクストステップ

I would appreciate the opportunity to meet with you so we could discuss this situation and how it can be addressed.

I request that you kindly take up the matter and take any necessary action.

Thank you for looking into this matter for me. I’m happy to give you any additional information as needed.

### 病欠の連絡（p. 186）

あいさつ・用件

I’ve come down with the flu and will not be coming in tomorrow, April 2, so I can rest and recover.

I’m emailing to inform you that I can’t make it to work today, as I’ve come down with a stomach flu.

本文・詳細

I’ve asked Melody to prepare the report for our meeting on Friday.

I’ll be available to answer emails if you need urgent help, but Andy will handle my workload today to ensure all deadlines are met.

締め・ネクストステップ

I will try to check emails if you need anything urgent.

Thank you for your help.

### 入院している同僚へ（p. 187）

あいさつ・用件

We were all surprised to hear you had suddenly taken ill; you have always been so healthy.

We were upset to hear that you have been taken ill. Everyone has been saying a prayer for you, and we all miss you here at work.

本文・詳細

During your time in the hospital, do not worry about anything. Everyone is pulling together to help out.

締め・ネクストステップ

Please take care and just focus on getting better. We are all thinking of you and praying for a speedy recovery.

Again, you are in our hearts and prayers. Take care.

### 同僚の家族のお悔やみ（p. 188）

あいさつ・用件

I am so sorry for your loss. Jason was a wonderful person who will be so sorely missed.

本文・詳細

Please accept my condolences and know that you are in my prayers.

My heart goes out to you during this incredibly difficult time.

締め・ネクストステップ

Please accept my condolences to both you and your family, and if there is anything I can do, don’t hesitate to ask.

If there is anything I can do to help, or if you just need to talk, then I’m always there for you.