# CHAPTER 3　ビジネスチャットの文例と言い換え表現

## 2社外

### 92 クライアントに祝辞を送る（p. 290）

Jun

Hey Colin, I saw in the Nikkei Business that you had a record-breaking year. Congratulations! We’re happy to have such successful clients. 🙂

Colin

Thank you! Let’s catch up soon.

### 93転職、昇格おめでとう（p. 291）

Rima

Noticed your new role on LinkedIn and simply wanted to say congrats! Hope you’re having a great day.

Airi

Thanks!

### 94 セールスのオファー（p. 292）

Ken

Hi Elisa! With your new contract, we want to offer you one-month free membership. Feel free to drop into our office with any questions.

Elisa

Got it.

### 95会議をした後のフォローアップ（p. 293）

John

Hey Lisa, it’s John! Loved connecting with you. If you’re still looking for a freelancer, let me know and we can talk about next steps. Enjoy Paris! Cheers, John.

Lisa

Thanks John. Let’s catch up when I get back in August.

John

Sure!

### 96 ミーティング後にフォローアップする（p. 294）

Lin

Hi Frank, it was great talking to you today! Let’s touch base next week to follow up on our business plan. How is Wed at 3 or 4?

Frank

Yes. Let’s do 3 pm.

### 97今日の午後、10分だけでも話したいとき（p. 295）

Airi

Good morning. Do you have 10 minutes sometime this afternoon? I have an important update.

Dan

Yes. After 3 pm.

Airi

I’ll come see you at 3 then.

### 98電話番号にSMSで連絡していいか確認する（p. 296）

Nick

Hello Sam, we have a new report that I want to share with you. Is this the best number to text to?

Sam

Yes, sure. What’s the topic?

### 99最近いかがですか？（p. 297）

Matt

Hi Kate—I hope you’re having a good summer! We haven’t heard from you for a bit, so I thought I’d check in.

Kate

I’m doing great. Let’s catch up some time next week.

### 100新年おめでとう（p. 298）

Maki

Happy New Year, Richard! We are blessed to have a client like you. Looking forward to another exciting year working with you!

Richard

Thank you for being someone that I can count on. You always do a great job for our team. Have a Happy New Year.

## 2 入れ替え表現（pp. 300-304）

### クライアントに祝辞を送る

Warmest congratulations on your achievement.

Your dedication, enthusiasm and insight are really inspiring. I wish you many years of great achievements.

It’s a wonderful achievement! We share your happiness on this special occasion.

Congratulations and best wishes for your next adventure!

### 転職、昇格おめでとう

Congratulations on your well-deserved success!

Congratulations on your promotion!

All your hard work and dedication deserve this achievement and we are very happy for you.

We knew that you were smart and very brilliant in whatever you do. Congratulations for the promotion.

### セールスのオファー

Happy birthday, Elisa! Here’s a 20% coupon for anything in our store. Have a fun day!

As promised, you can access our new report for FREE by using the link below.

Now with just a few clicks, you can easily connect Google Analytics to your website.

Hi Elisa, we have a super sale on now, 50% off!! Get down to our store or visit us here www.cmlanguage.com whilst stocks last.

### 会議をした後のフォローアップ

Hi Lisa, I wanted to let you know a good offer that I think you’d be interested in.

Would you like me to text you the info for the offer?

Hey Lisa, I’d love to follow up on our conversation about the contract.

Are you up for a quick phone call?

### ミーティング後にフォローアップする

Hi Frank, awesome meeting today. I’ll see you and the team at our next meeting on Wed 3 pm.

I’m writing to follow up on our last conversation.

If you’re around, I’m flexible to meet for whatever time works in your schedule.

Would you be able to hop on a call sometime this week to discuss more?

### 今日の午後、10分だけでも話したいとき

Hi Dan, could I give you a call later today to discuss options for your team?

It shouldn’t take more than 10 minutes.

Would you be able to take a call this afternoon?

Thanks for your time.

### 電話番号にSMSで連絡していいか確認する

Hi, I hope you don’t mind me messaging you.

Is there a number I can reach you at?

Do you prefer phone calls or text messages?

### 最近いかがですか？

Just checking to see if you had a chance to go through our proposal. Thanks!

Just wanted to follow up in case my last message got buried.

I’d love to hear how things are going with the new project. Could you give me a quick update?

Are you still interested in hiring creatives? I have some ideas—if you want to hear them, let’s schedule a call.

### 新年おめでとう

We are grateful to have clients like you who are a pleasure to deal with, and we wish your company a bright and cheerful New Year.

New Year is on the way and I really do thank you for all that business and opportunities you have given to me. Wishing you a prosperous New Year!

I hope you also find our partnership very effective and look forward to further working relationship. Happy New Year!

We highly appreciate your continued support. May you have a Happy New Year!