

Sample Letter 19: 質問を個条書きにした問い合わせを出す

Japan Trading Co., Ltd.

*** Ichiban-cho, Chiyoda-ku, Tokyo 110, Japan
Tel. 03-3987-099* Fax 03-3987-098*

FACSIMILE TRANSMISSION

Page No.: 1/1

Our Ref.: WM-JPT-019

Date : July 10, 19--

To : British Business Machines, Inc.

Fax No. : 001-44-1-834-217* (London, U.K.)

From : Taro Yamada, Mgr., International Div., JPT

Subject : Request for Information

Dear Sirs/Mesdames:

We are writing to ask you several questions concerning your personal computer, the BBM-5900, which we are currently considering buying from you for our office use.

Specifically, we would like to know the following:

1. availability of your service engineers in Japan
2. compatibility with IBM PC computers
3. your discount rates for large orders

For your information, we intend to purchase approximately 50 units of this particular model, provided that you give us a reasonable discount offer.

We wish to thank you in advance for your assistance in making our final decision, and are looking forward to hearing from you soon.

Yours faithfully,

T. Yamada

TY/ys

【語句解説】（「第5週のまとめ」pp. 42-47 も参照）

- consider (*doing something*) ... (すること) を考慮する▷ 解説は本文参照。
- specifically 特に、とりわけ
- (the) following 以下の物/事
- availability (品物・サービスなどの) 用意があること、提供/入手できること
- compatibility 互換性

Sample Letter 13: 部長の改作例 (Sample Letter 5 に対する返信)

Modern Business Machines, Inc.

25 Maple Street, Toronto, Ontario, Canada M4T 2T1
Telephone: (416) 325-976* Facsimile: (416) 325-977*

SL-012
May 12, 19--

Mr. Taro Yamada, Manager
International Division
Japan Trading Co., Ltd.
- Ichiban-cho, Chiyoda-ku
Tokyo 110, JAPAN

Dear Mr. Yamada:

PC-90

Thank you for your letter of May 10 concerning our new personal computer, Model PC-90. As you requested, I have enclosed a copy of our latest catalog, covering the technical specifications of the PC-90.

Although this model is not available in Japan at the moment, we plan to put it on the Japanese market sometime before the end of this year. The launch date and other details have not been decided yet, but I will inform you as soon as our plans are finalized. In the meantime, please feel free to contact me if there is anything else I can do for you.

Thank you again for your interest in our product, and we look forward to the pleasure of serving you in the near future.

Sincerely yours,

John Doe, Manager
Export Division

JD/ty
Enclosure

Sample Letter 60: クリスマスの贈り物に対してお礼の手紙を出す

Japan Trading Co., Ltd.

*** Ichiban-cho, Chiyoda-ku, Tokyo 110, Japan
Tel. 03-3987-099* Fax 03-3987-098*

FACSIMILE TRANSMISSION

Date : December 20, 19--
To : Mr. William J. Goodman
Vice President
United Business, Inc.
Fax No.: 001-1-212-350-200* (NYC)
From : Taro Yamada, Manager, International Div., JPT

Dear Mr. Goodman:

Thank you so much for the timely present! How did you know that a desk calendar was just what I needed? I've been meaning to buy one for several weeks but never got round to it. It looks great on my desk and goes very well with my office fittings too! It really was a very thoughtful gift, and I'm sure it's going to be very handy. Thanks again!

I hope you have a wonderful Christmas and wish you the very best for the coming year.

Sincerely yours,

T. Yamada

TY/ys

【語句解説】（「第10週のまとめ」pp. 118-126 も参照）

- timely 時期を得た、タイムリーな
- present [prézent] プレゼント、贈り物▷gift とのニュアンスの違いについては本文解説参照。
- mean to do ...するつもりである▷intend to do の略式表現。
- get (a)round to (doing) something ...の(…する)時間/余裕を見つける、(時間の余裕があるときに/を見つけて) …に対処する▷to find time or occasion for; to get started on; to deal with の意