**７－１　文頭の挨拶**

■　I trust all is well with you.

I hope everything is well with you.

I trust things are going well with you.

I hope you are doing well.

■　I hope this email finds you well.

■　How is everything going with you?

How have you been doing?

■　I haven’t seen you for a long time.

It’s been a while since we last met.

■　Please forgive my long silence.

I am sorry I haven’t written to you for a while.

■　We would like to express our thanks for your loyal patronage.

■　Thank you for your continued loyalty to Crystal Department Store.

■　Thank you for choosing us.

　　We are very grateful that you have chosen us.

■　We thank you for your continuing support for ABC Corporation.

■　I have the pleasure of writing to you for the first time.

　　This is my first time to send an email to you.

■　I hope that my contacting you is not imposing on you in any way.

■　I am writing to you after looking over your website.

■　I was referred to you by Mr. White from XYZ Company.

■　This email is to introduce you to our new program.

■　It was a pleasure talking with you at the meeting last Friday.

■　I’m sorry for my late reply.

　　I’m sorry for the delay in my reply.