**７－10　確認をする表現**

■　I’m writing this email to confirm the appointment we made to meet at your office at 13:00 pm on April 20th.

■　We have duly received your payment of US$15,000.00 with thanks.

■　We have received your job application form and are currently reviewing it.

■　This email is to confirm the understanding of the terms of the contract.

■　I would like to make sure if I understand your proposal correctly.

■　I am pleased to confirm that we have received the shipment for Order No.VP-1234.

■　Could you please confirm if you can accept our terms and conditions we offered?

■　Your order has been received and is currently being processed.

■　Before placing an additional order for Item Number 4321, we would like to confirm if you have 100 of them in stock.

■　Please confirm the following information before you place an order with us.

■　I wish to confirm the minutes of the regular meeting held in late October.

■　Let me make sure what we discussed at the last marketing meeting.

■　We need confirmation that you can accept our insurance quote submitted a week ago.

■　This is to confirm receipt of your order placed on September 10th.

■　I would like to confirm my reservation for Flight Number 123 on November 1.

■　We want to ensure that the shipping address is correctly indicated on your order before shipping the product.