**７－11　注意喚起の表現**

■　Please note that the price quoted includes shipping and handling charge.

■　Please be advised that your flight reservation has been changed as follows:

■　May I remind you that your payment is more than 30 days late?

■　Please be aware that your monthly report is 2 days past the due date.

■　Please make sure that you send us the application form by the end of this week.

■　I am writing to alert you of the error in your budget report.

■　I must warn you that you must not be repeatedly late for work.

■　I would like to call your attention to the following problem we are now facing.

■　Please be informed that we moved to the new premises on October 15th.

■　You should be aware that the deadline for submitting a project proposal is next Monday.

■　Please note that our plant will be closed from August 13th to August 20th.

■　This is to remind you that we have not received the shipment with the promised delivery date of September 10th.

■　Please give your careful attention to the instructions you receive from your superior.

■　Please be careful not to create misunderstandings among customers.

■　Please be cautious when sending files that contains sensitive information.

■　We would like to remind you that your service contract will expire next month.