**７－14　変更・調整を要求する表現**

■　Is it possible to reschedule our appointment for October 25, at 11:30?

■　I was wondering if you could change the date of your visit.

■　Due to a scheduling conflict, I would like to change the appointment date.

■　We are afraid we have to request we reschedule our meeting of February 25.

■　Would it be possible to change the venue for our May 23 meeting?

■　I would like to ask you to change the time of the sales meeting to 2 o’clock.

■　Since I am not available this week, please let me know your availability during the next week.

■　I would appreciate it if you could change my flight booking as follows.

■　Could you give us an additional 20% discount?

■　Would it be possible for you to change the payment terms as follows?

■　I wonder if you could move up the delivery date since we are in urgent need of your product.

■　We would like to change the payment method though we have already placed our order.

■　Could you please extend the payment terms to 60 days from the date of invoice?

■　We would like to change the delivery address on our order.

■　Is it possible for us to increase the order quantity for the following products?

■　We would like to ask you to reduce the price by 10%.