STAGE1

シーン別 社外メール

アポイント

１. アポイントを取る

 Subject: Request for an appointment

 Dear Mr. White,

 I would like to make an appointment with you to discuss our new project.

 Would it be possible to meet with you sometime next week?

 As for me, next Tuesday or Wednesday would be preferable.

 If your time permits, please let me know when is convenient for you.

 I look forward to your reply.

 Sincerely,

 Yuko Kayama

２. アポイントへの返信をする

 Subject: Re: Request for an appointment

 Dear Ms. Kayama:

 Thank you for your e-mail. November 14th would be fine with me.

 How about meeting at my office at 2:00 p.m.?

 I am looking forward to meeting you.

 Sincerely,

 John White

３. 上司に代わってアポイントを取る

 Subject: Request for an appointment

 Dear Mr. White,

 I am writing this e-mail on behalf of Mr. Muller, our Manager in charge of overseas affairs department.

 He is scheduled to visit the U.S. on business late this month, and wishes to call on you at your office on that occasion.

 The primary purpose of his visit is to attend exhibition.

 His plan is as per attached itinerary, and it would be very grateful if you could meet with him in New York anytime between May 20th and May 30th.

 I look forward to your early reply.

 Sincerely,

 Yuko Kayama

４. アポイントへの返信をする

 Subject: Re: Request for an appointment

 Dear Ms. Kayama:

 I am delighted to know that your boss, Mr. Muller is planning to visit us this month. The date you proposed in your e-mail of May 22nd, is convenient for us. How about meeting at my office at 2:00 p.m.?

 If there are any accommodations that we can do for you, please do not hesitate to ask us.

 I am looking forward to the meeting.

 Sincerely,

 John White

５. アポイントの変更を依頼する

 Subject: Request for change our appointment

 Dear Ms. White:

 I am very sorry that I have to ask you to change our appointment.

 Something urgent has come up and I have to deal with it.

 Could we change the date of our appointment? Would it be possible to set up on November 16th or 17th?

 I apologize for the inconvenience.

 Sincerely,

 Kay Green

６. アポイント変更への返信をする

 Subject: Re: Request for change our appointment

 Dear Ms. Green:

 Thank you for your e-mail.

 I understand your situation. I prefer November 17th at 2:00 p.m..

 I am looking forward to meeting you then.

 Sincerely,

 Elizabeth White

７. アポイントの確認をする

 Subject: Confirmation of our appointment

 Dear Ms. White:

 I would like to confirm our appointment.

 Our appointment will be November 17th at 2:00 p.m..

 If you need to contact me, please call me on my mobile phone(090-\*\*\*-56\*\*).

 I look forward to seeing you on Friday.

 Sincerely,

 Kay Green

８. アポイントの確認への返信をする

 Subject: Re: Confirmation of our appointment

 Dear Ms. Green:

 Thank you for your confirmation mail.

 Everything is as we scheduled.

 I am looking forward to meeting you then.

 Sincerely,

 John Elizabeth White

９. アポイントの日程調整をする

 Subject: Re: Request for an appointment

 Dear Ms. Hasegawa:

 Thank you for your e-mail about your visit in August.

 Unfortunately, I will be on vacation during the month of August. How about in July or September?

 I look forward to meeting with you.

 Yours sincerely,

 Paulo Maurice