支払い

34. 値引きを依頼する ①

Subject: Request for discount

Dear Mr. Smith:

Thank you for your offer of September 8th , 2015.

However, the price is higher than we expected.

If you could take an additional 10% off the price, we would like to place an order with you soon.

Do you think you could reconsider?

Thank you.

Sayuri Ogawa

35. 値引き交渉をする

Subject: Re: Request for discount

Dear Ms. Ogawa:

In reply to your request on September 10th, 2015, let us give you another proposal.

We would like to reduce the quoted price by 10%. But please note that it is not subject to our usual discount.

If you have any questions, please feel free to contact us.

Thank you for your business.

Yours sincerely,

Alfred Smith

36. 値引きを依頼する ②

Subject: Thank you for your quotation of our order #A-11028

Dear Ms. Kim:

Thank you very much for your quotation of our order #A-11028.

We have carefully considered your quotation, made some market research, and we have concluded that the price seems to be rather high.

I would like to make you a counter-offer of $120 per unit. For this price we are ready to sign a contract for 10,000 units.

I hope we agree on the price and this will be the beginning of a mutually beneficial long-lasting relationship.

Sincerely yours,

Johny Bond

37. 値引きに応じる

Subject: Re: Request for your price concession

Dear Mr. Bond:

We have received your e-mail dated February 3rd asking for a price concession.

We are aware that there are similar kind of products in your country, but please note that we have given the lowest possible price, and we believe the quality of our product is by far superior to others.

However, I would be pleased to offer you a 5% special discount as you have requested so that the products can be featured by promotion.

We hope that the above enables you to place an order with us.

Sincerely yours,

Kim Yuna

38. 値引きに応じない

Subject: Re: Request for your price concession

Dear Mr. Bond:

We were disappointed to learn from your e-mail of February 3rd, that our terms did not meet your expectations.

Although we appreciate your interest in our products, we must draw your attention to the fact that we have given the lowest possible price this time.

No further price reduction is possible.

We are sorry that we are unable to honor your request, but please understand our situation in this matter.

Sincerely yours,

Kim Yuna

39. 請求書を送付する

Subject: Sending our billing invoice on your order of April 3rd

Dear Ms. Monaghan:

Thank you very much for your order of April 3rd.

Please find attached our billing invoice.

The goods are ready for shipment and will be sent to you immediately after confirming your payment.

I promise our prompt and satisfactory execution of your order.

We would appreciate your early remittance.

Sincerely yours,

Kazuhiro Takemura

40. 支払いに関してメールする

Subject: Receipt of your Invoice #A-11028

Dear Mr. Takemura:

We have received your invoice # A-11028, dated April 15th.

Attached is our copy of the check for U.S. $120 (U.S. dollars one hundred and twenty only).

We have already sent the original through EMS on April 20th.

Please acknowledge receipt of the above payment and proceed to shipment immediately.

We look forward to receiving the goods as scheduled.

Sincerely yours,

Michelle Monaghan

41. 代金受領の連絡をする

Subject: Confirmation on settlement on #A-11028

Dear Mr. Muller:

In reference to our invoice # A-11028, we acknowledge your check in settlement.

Thank you very much for your business and prompt settlement.

We look forward to your continued patronage.

Sincerely yours,

Rex Harrison

42. 未払いの督促をする（1回目）

Subject: Invoice No.2278

Dear Accounting Manager,

This is just a friendly reminder to inform you that your payment is overdue.

Our invoice No.2278 for $2,800 has not been paid yet. Please check your records.

Your prompt remittance will be very much appreciated.

If you have already settled the amount, please disregard this e-mail.

Thank you,

Jim Hopkins

43. 未払いの督促をする（2回目）

Subject: Second reminder

Dear Accounting Manager,

We still have not received your response to the overdue payment we notified you on February 2nd, 2015.

We would like you to remit immediately or please inform us when we may expect your payment.

We wish you again to call your immediate attention to your outstanding invoice.

Sincerely,

Jim Hopkins