その他

52. 取材の依頼をする

Subject: Request for your cooperation on CD-ROAD feature articles

Dear Mr. Koyama,

Japan Branch Manager

Air Bali International

My name is Koji Fukuyama, from a reporter at Media Communications Co.Ltd.

I am writing this e-mail to ask your permission to collect information on your company, for the feature articles on our travel information magazine “CD・ROAD”.

The title of the article is “ Paradise Lost in Bali”.

Bali now becomes one of the most attractive resorts in Southeast Asia.

In this article, we would like to cover and introduce Bali and your company.

I would like to visit you during the week of April 16th if it is convenient for you.

Would you please tell us whether you can accept our request and give us your cooperation or not?

For further information, feel free to ask me. I look forward to hearing your reply.

Fukuyama,(Mr.)

Media Communications Co.,Ltd.

53. 企業情報を照会する

Subject: Request for reference

Dear Sir:

We are considering entering into business relations with the following company:

JMCA Co.,Ltd.

1\*\* Roppongi 3-Chome

Minato-ku, Tokyo 1-\*\*

We would be grateful if you could give us detailed information on the present status of this company.

Any information you may give us will be held in strict confidence and for our files only.

Sincerely yours,

Nerida Saunders

54. 新製品の商品案内をする

Subject: Our newest robot product

Dear Mr. Lee:

United Machinery is proud to announce our newest product: the humanoid robot for security guard system.

It enables us to make our daily life safer and more comfortable.

This humanoid security robot can not only guard the whole security of your house but also can help some of your housekeeping work.

Should you require any further information, please do not hesitate to contact us.

Sincerely yours,

David Atkinson

55. イベントに招待する

Subject: Invitation to The International Robotics Fair

Dear Dr. David Crystal:

The International Robotics Fair, featuring the most advanced robots, will be held in Tokyo.

You are cordially invited to attend this most exciting event of the year.

Dates: May 3th – 6th , 2015

Time: 10:00 a.m. – 6:30 p.m.

Place: Tokyo Big Sight

We will have the latest products from our line on display, and expert staff will be on hand to provide with you all the information you need.

We look forward to seeing you at the International Robotics Fair.

Sincerely yours,

Laslie Kee