お礼など

69. 講演を依頼する

 Subject: Lecture offer

Dear Dr. John Wilkes:

As mentioned in our letter of November 8th, we are planning a regular dinner party in honor of Senior Management of Global Robotics Inc., at which we would like to have the opportunity to listen to a talk held by leaders in commerce, or specialists in a field of science.

Knowing of your vast experience in robotics and TRON operating systems, we are writing to ask you to be our guest speaker at a dinner party held in Tokyo on May 5th.

 We would be very pleased if you could give a talk of about one hour, and be kind enough to answer questions afterwards.

We look forward to hearing your positive reply.

 Sincerely yours,

 Shaji Thomas

70. 講演への謝辞を伝える

 Subject: Thank you for your speech

Dear Dr. John Wilkes:

 Thank you so much for the stimulating and informative speech at the party.

I found the subject was relevant and interesting.

 In fact, many participants were saying that in their opinion it was the best speech of the year.

Your check for $2000 is sent to you.

 Thank you again for an enjoyable evening and your fine speech.

 Sincerely yours,

 Shaji Thomas

71. 出張のお礼を言う ①

 Subject: Thank you for everything

Dear Mr. Rosenberg:

 I appreciate your kind hospitality during my stay in Los Angeles.

 Thank you very much for the wonderful dinner.

 Your proposal to our new project was really helpful.

 Please pass on my best regards to your staff.

 Thank you again for your kindness.

 Sincerely,

 Arnold

72. 返信する

 Subject: Re: Thank you for everything

Dear Mr. Palmer:

 Thank you very much for visiting our company.

 We are very pleased to know that you enjoyed your stay in Los Angeles.

 We hope to see you again in the near future in Berlin.

 Sincerely,

 James Rosenberg

73. 出張のお礼を言う ②

 Subject: Thank you for your hospitality

Dear Rehka:

 Thank you very much for the hospitality you extended to me during my recent visit to Chennai.

The meeting I had with you was very enjoyable and rewarding.

 The lunch you kindly arranged for me at Maharaja club was indeed a delightful and memorable one.

I would like to thank you again for everything you did for me to make my stay pleasant and look forward to returning your hospitality.

 Sincerely yours,

 Kimiko Uehara