お見舞いなど

77. 病気のお見舞いをする

 Subject: My sympathies

Dear Avril:

 We have just heard of your illness and hospitalization at St. Paul’s international hospital last week.

 We would like to let you know how concerned we are.

We are certainly relieved to know that you will be out of the hospital in about a week.

 In the mean time, please accept our best wishes from the entire staff for a complete and speedy recovery.

 Sincerely yours,

 Joan Carlos

78. お悔やみを伝える

 Subject: My sincerest condolences

Dear Pedro:

It is with great sorrow that we have heard the sad news of the untimely passing of your Managing Director, Ms. Mary McDonald.

We are certain that her passing must be a great loss to you and your company, as she has been such a capable and cheerful person and had made so much contribution to your company.

 On behalf of Universal Machinery, I tender our deepest sympathy and condolences to you and your colleagues.

 Sincerely yours,

 Paulo Coelho