

プロフェッショナル・ビジネス・スキル短期コース 第 1期～ワンランク上の英文メール 事例

次の文章は、どのように改善したらよりプロフェッショナルなメールとなりますか？

(修正前サンプル)

Dear Simon,

As we agreed, I'm going to provide an estimate for the renovation work to be carried out by the end of next week. I'll also make sure I send you a time-line and some ideas for managing the change. We can maybe work on that together, so we need to arrange a follow up meeting. The estimate will be for furniture, storage equipment, and the items for the break room. I'll also send details about the three sub contractors who will submit proposals for the kitchen installation. Of course, the entire costs will be within the five million yen budget. So, as I mentioned, we need to arrange a follow up meeting to work on the time line and change management, so let's do that on 8th August at about 3:30pm. Can you let me know if that's okay? Also, if I missed anything from the meeting, please let me know.

John

(修正後サンプル)

Dear Simon,

Thanks for taking the time to meet me yesterday to talk about your office renovation. I'm writing to confirm the action points from the meeting.

Estimate

I will submit an estimate **by the end of next week** to include:

- Furniture
- Storage items
- Break room

Subcontractors

I will also provide details of **3 subcontractors** for the kitchen installation

Budget

The total for all work including subcontracting will not exceed **¥5m** including tax

Timeline and Change Management

Ikea will assist us in planning the renovation. The details of this will be discussed at a follow up meeting on August 08 at 3:30pm in the office.

Please confirm if the above is correct. I look forward to seeing you again soon.

Best wishes,

John