

レターの場合は会社の  
ロゴ入り用紙を使う

15 Jan. 2014

Mr/Ms. \_\_\_\_\_

(役職)

(所属部署)

(会社名)

(所在地)

(tel or e-mail 等)

Dear Mr/Ms. \_\_\_\_\_

We have the pleasure to inform you that our company dispatch a feasibility study team for our new business plans in your country from 17 to 19 Feb. 2014.

We would highly appreciate it if you could kindly make the arrangements for us to visit your office and set up a short meeting with you to introduce our company, learn business in Indonesia, and see what new opportunities may exist between us.

We would like to visit you at 10:00am of 18 Feb(Tue).2014 if it is convenient for you, and to request you to confirm at your earliest convenience whether or not the team is acceptable.

The list of the team members and our company profile in English are enclosed for your reference. If you need more information, please let us know so that we may send it to you by e-mail beforehand.

Thank you in advance for your prompt attention, kind cooperation and assistance to this matter.

Sincerely yours,

(サイン) \_\_\_\_\_

(氏名)

(役職)

(所属)

(会社名)

(所在地)

(tel or e-mail 等)