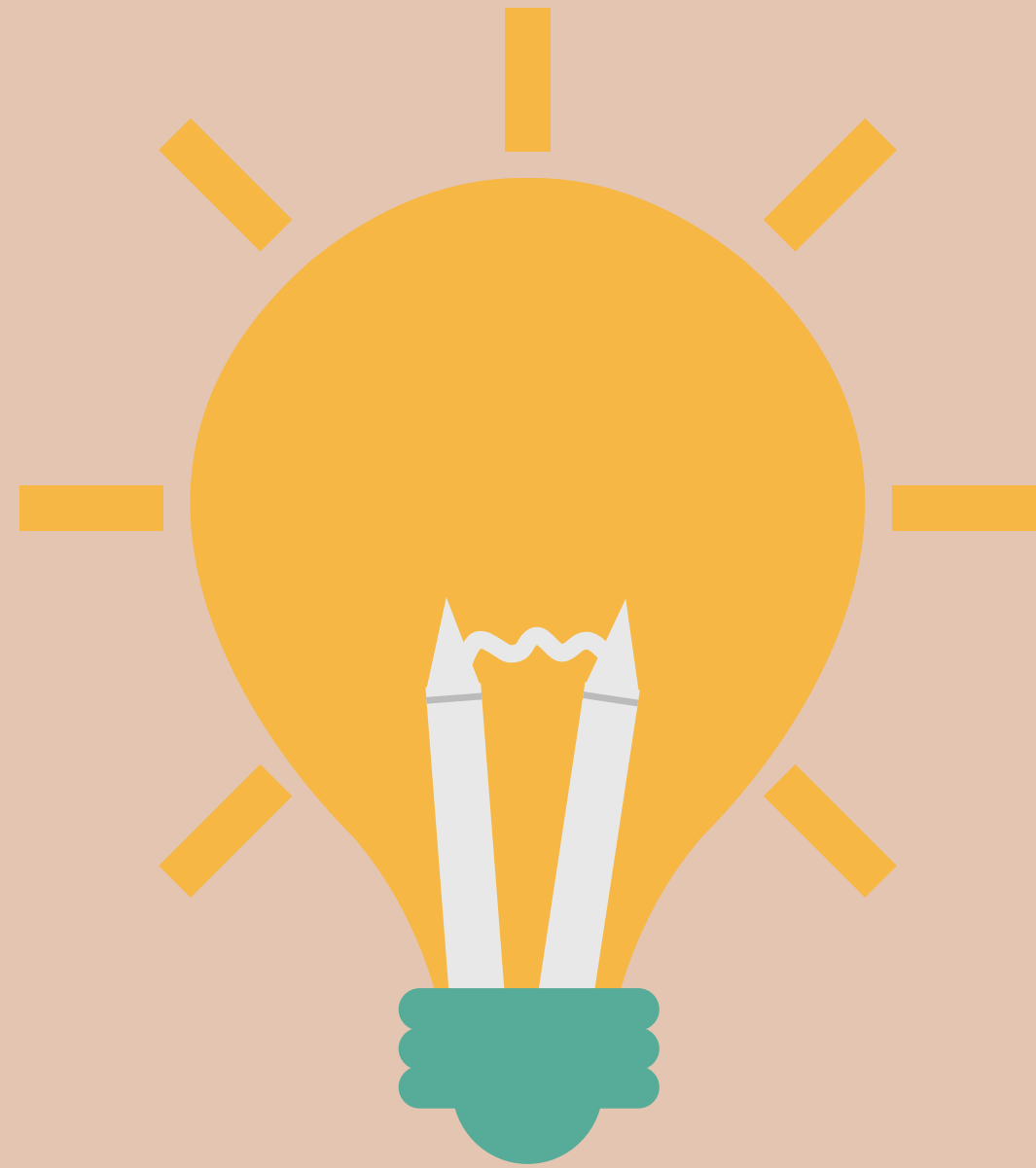




TRANSLATING BUSINESS CORRESPONDENCE

WHAT IS
BUSINESS
CORRESPONDENCE?



*How many types of
business correspondence
are there?*



- 
- *Inquiry Email*
 - *Reply to Inquiry Email*
 - *Order Email*
 - *Confirmation Email*
 - *Complaint Email*
 - *Apology Email*
 - *Follow-up Email*
 - *Thank You Email*

- *Invitation Email*
- *Job Application Email*
- *Resignation Email*
- *Networking Email*
- *Announcement Email*
- *Reminder Email*
- *Proposal Email*

INQUIRY EMAIL

- *Key Phrases: Could you please..., I am writing to inquire about..., I would like to know..., Could you provide..., May I ask..., I am interested in learning more about..., Please let me know if..., I would appreciate information on...*
- *Vocabulary: inquiry, information, details, availability, specifications, pricing, requirements, request, clarification, confirmation, quotation, terms, lead time, delivery schedule, payment options, product details, services offered, additional information, further assistance, response*

REPLY TO INQUIRY EMAIL

- *Key Phrases: Thank you for your inquiry..., In response to your request..., We are pleased to inform you..., Regarding your inquiry..., Please find the information below..., We are happy to provide..., As requested..., Attached is the information..., We appreciate your interest...*
- *Vocabulary: response, information, attached, further details, available, as requested, provided, in reference to, follow-up, clarification, product range, pricing structure, availability status, estimated delivery, terms of service, additional inquiries, support, confirmation, technical specifications*

ORDER EMAIL

- *Key Phrases: I would like to place an order for..., Please confirm the availability of..., Enclosed is the purchase order..., We are interested in ordering..., Could you please process our order..., Kindly provide an invoice for..., We request immediate processing of..., Please arrange for delivery of..., Could you expedite this order...*
- *Vocabulary: order, purchase, quantity, delivery, invoice, payment, confirmation, shipping, terms, conditions, order number, product code, shipping address, delivery date, purchase order, order confirmation, payment terms, billing information, itemized list, special instructions, lead time, bulk order, packaging, handling, freight, expedite, availability check*

CONFIRMATION EMAIL

- *Key Phrases: I am writing to confirm..., Please confirm that..., This is to acknowledge receipt of..., Your order has been confirmed..., We are pleased to confirm..., Kindly confirm your attendance..., We appreciate your confirmation of..., Attached is the confirmation for..., Please verify the details below...*
- *Vocabulary: confirmation, receipt, acknowledgment, agreement, schedule, arrangement, reservation, finalized, verification, details, order confirmation, booking confirmation, attendance confirmation, agreement terms, confirmation number, schedule confirmation, confirmation of receipt, event confirmation, participation, RSVP, verification, acknowledgment receipt, confirmation notice, validation*

COMPLAINT EMAIL

- *Key Phrases: I am writing to express my dissatisfaction..., We regret to inform you..., Unfortunately, the service/product did not meet expectations..., We are disappointed with..., Could you please address this issue..., We have encountered a problem with..., This matter requires immediate attention..., We are unhappy with..., Please rectify the situation as soon as possible...*
- *Vocabulary: complaint, dissatisfaction, issue, problem, fault, error, refund, replacement, rectify, unsatisfactory, service failure, product defect, quality issues, customer service, grievance, inconvenience, damaged goods, incorrect order, poor service, request for action, compensation, escalation, resolution, defective product, service disruption, follow-up, corrective action*

APOLOGY EMAIL

- *Key Phrases: We apologize for..., Please accept our sincere apologies..., We regret any inconvenience caused..., We are sorry for the misunderstanding..., We will ensure this does not happen again..., Please accept our apologies for..., We are committed to resolving this issue..., Our sincerest apologies for..., We take full responsibility for...*
- *Vocabulary: apology, regret, inconvenience, misunderstanding, mistake, error, resolution, corrective action, ensure, assurance, apology note, service lapse, unintentional error, miscommunication, disruption, customer satisfaction, customer complaint, goodwill gesture, commitment to improvement, responsible, accountability, empathy, customer service, resolution plan, steps taken, prevention, restitution*

FOLLOW-UP EMAIL

- *Key Phrases: I am following up on..., Just a quick reminder..., I wanted to check the status of..., Have you had a chance to..., Please let us know if there are any updates..., We would appreciate an update on..., I would like to follow up on..., I am reaching out to see if..., Any progress on our request...*
- *Vocabulary: follow-up, status, reminder, update, check-in, progress, response, pending, action, feedback, reminder notice, pending request, task completion, status update, ongoing process, follow-up inquiry, continued interest, deadline reminder, schedule check, progress report, follow-up communication, outstanding issues, response awaited, pending action, escalation, review, closure, next steps*

THANK YOU EMAIL

- *Key Phrases: Thank you for..., We appreciate your..., We are grateful for..., Your support is greatly appreciated..., It was a pleasure working with you..., We would like to express our gratitude..., Thank you for your prompt response..., We value your contribution..., We are thankful for your assistance...*
- *Vocabulary: gratitude, appreciation, thanks, support, opportunity, collaboration, assistance, acknowledgment, recognition, contribution, thanks again, deep appreciation, gratitude expressed, partnership, teamwork, mutual respect, thankful, grateful, positive outcome, success, achievement, customer loyalty, trust, business relationship, heartfelt thanks, valued support, ongoing collaboration, meaningful contribution, exceptional service*

INVITATION EMAIL

- *Key Phrases: You are invited to..., We would like to invite you to..., Please join us for..., We are pleased to invite you..., Kindly RSVP by..., We look forward to your presence at..., We would be honored to have you..., Please consider this as an invitation..., It would be a pleasure to have you join us...*
- *Vocabulary: invitation, event, RSVP, join, participate, attendance, venue, schedule, occasion, celebration, invitation letter, formal invitation, event details, guest list, invitation reminder, RSVP deadline, host, attendees, welcome, invitation acceptance, special guest, participation request, event announcement, invitation confirmation, event highlight, ceremony, meeting invitation, exclusive invitation, networking opportunity*

JOB APPLICATION EMAIL

- *Key Phrases: I am writing to apply for..., Please find my resume attached..., I am interested in the position..., I believe my skills are a good fit for..., Thank you for considering my application..., I am eager to contribute..., My qualifications include..., I look forward to the opportunity..., Please consider my application for...*
- *Vocabulary: application, resume, cover letter, position, qualifications, experience, skills, career, opportunity, interview, job opening, candidate, professional experience, application submission, job role, suitability, career growth, industry experience, educational background, job application process, application follow-up, application status, job interest, potential contribution, employer consideration, personal statement, work history, references, objective, cover letter attached, application acknowledgment*

RESIGNATION EMAIL

- *Key Phrases: I am writing to formally resign from..., Please accept my resignation..., I will be leaving my position..., My last working day will be..., Thank you for the opportunity to work with..., I have decided to pursue..., I am grateful for the experience..., It is with mixed feelings that I resign..., I am resigning due to personal reasons...*
- *Vocabulary: resignation, position, notice, leave, last day, departure, transition, handover, appreciation, opportunity, resignation letter, notice period, formal resignation, last working day, role transition, exit process, handover responsibilities, farewell, departure notice, professional growth, career move, new opportunity, job change, team transition, resigning, resignation acknowledgment, parting ways, work relationship, gratitude expressed, career development, resignation date, role fulfillment*

NETWORKING EMAIL

- *Key Phrases: I hope this message finds you well..., I would like to connect with you..., It would be great to collaborate..., I'm reaching out to introduce myself..., I would love to discuss..., We have mutual interests in..., I believe we could benefit from..., I came across your work and..., It would be valuable to connect...*
- *Vocabulary: network, connect, collaborate, discuss, introduce, opportunity, relationship, partnership, meet, reach out, professional network, mutual interests, business connection, collaboration opportunity, industry insights, introduction, professional development, networking event, common goals, future collaboration, professional relationship, shared interests, partnership opportunities, knowledge sharing, connection request, networking platform, engage, build rapport, industry leader, follow-up connection*

ANNOUNCEMENT EMAIL

- *Key Phrases: We are excited to announce..., Please be informed that..., We are pleased to share..., This is to inform you..., We would like to announce..., We are delighted to unveil..., Kindly note that..., We are proud to introduce..., The following changes will take effect..., We are thrilled to announce...*
- *Vocabulary: announcement, information, update, news, launch, release, development, notify, inform, change, company announcement, product launch, service update, official notice, event announcement, policy change, new release, internal communication, stakeholder update, team announcement, exciting news, organizational change, business development, corporate communication, media release, public announcement, client update, important information, announcement highlight, milestone*

REMINDER EMAIL

- *Key Phrases: This is a gentle reminder..., Just a quick reminder about..., Please don't forget to..., We would like to remind you that..., Kindly remember to..., As a reminder..., We are writing to remind you of..., Don't forget to..., This is a follow-up reminder...*
- *Vocabulary: reminder, deadline, schedule, appointment, upcoming, due, task, follow-up, event, notification*

PROPOSAL EMAIL

- *Key Phrases: I am writing to propose..., Please find our proposal attached..., We would like to suggest..., We believe this proposal will..., We look forward to discussing this further...*
- *Vocabulary: proposal, suggestion, plan, offer, outline, draft, details, collaboration, opportunity, feedback*