



Subject: Invitation for Business Event

Dear Mr.Tanaka,

This email is to invite you to the business event that is being organized by our organization, (company name)The event will be taking place on 12th of July 2017 at Koko plaza shin osaka located at (address), Osaka.

The reason for conducting the business event is to give an introduction to prospective investors and clients about the profile of our organization. Our organization has started its operation one month back and we feel that it is necessary to have certain recognition in the market. The event will be attended by representatives from other reputed organizations. The event begins from 10 a.m. and ends at 6 p.m and will have Lunch at 2 PM and tea at 6 PM.

I hope you would accept our invitation and attend the event. It would be an honor if you attend the event.

Regards

Hiroshi

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Subject: Invitation

Dear Mr.Tanaka

This e-mail is on the behalf of Golden Marketing Pvt. Ltd in which the organization is inviting you to commence a new business relationship in order to earn the huge profit & customer networking together. Our organization has recently introduced a series of marketing services at cost effective tariffs. We are inviting the worldwide potential companies to initiate collaboration with us. Please find the attached invitation proposal and tariff along with the organization profile.

Golden Marketing Pvt. Ltd is a renowned marketing firm dealing with the high profile associations in order to undertake projects for effective promotions. We have organized a summit in coming week, where all our invited partners will participate to understand our ethical strategies and planning to start the deals. Please visit us to grab an overview.

If you have any query, please dial us 000 1111 2222 or mail us at support@goldenmarketing.org

Regards

Hiroshi



Subject: Business Inquiry

Respected Mr.Tanaka,

This email is to inquire about your requirement for a food vendor in your office cafeteria. I would like to bring to your kind notice that we provide catering services and would be interested in doing business with you.

We are an organization specializing in providing catering services since last three years. We cater to employees of a number of reputed organizations. We specialize in preparing various kinds of cuisine and also keep in mind the health factor while preparing the food. We provide quality and variety of food at economical price. We have never received a single customer complaint since we started our operations.

I can assure you that we would meet your needs. If required we can provide complimentary lunch one day at your office cafeteria. We would be eager to do business with you.

Regards

Hiroshi

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Subject: Thank You

Dear Ms.Tanaka,

We are thanking you on the behalf (company name)for being our business partner to supply our products worldwide. According to the progress report, (company name)has earned good profits with Eagle Suppliers Pvt. Ltd in last year business. Kindly find the attached report and progress graph to calculate the gains & total profits.

We are very satisfied with your cooperation and your backend support. This business opportunity has proven very fruitful for both the companies in terms of business expansion, social networking and infrastructure growth. We are seeking to have many more success stories with your organization. Our team of experts has initiated the new project for Asia Pacific for which we would commence words with you soon.

We hope in the future, both the organizations will go strong with trade collaboration.

Regards

Hiroshi



Subject: Follow up of business proposal
Dear Mr.Tanaka,

This email is in regards to the business meeting that we had at your office on 20th of May 2017.

We had a meeting with you regarding providing your organization a yearly supply of computer hardware. We (company name) specialize in selling computer hardware and spare parts. In regards to that we had proposed to provide our service to you and had agreed to hold the meeting to discuss matters in details. We had discussed our quotation and the requirements of your organization. You had said that you would take a decision shortly. So we would like to know whether you have taken any decision.

It would be great if you could inform us about the decision taken by you. In case you need any more information from our end, we are ready to provide you.

Best regards,
Hiroshi
Managing Director

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Subject: Proposal to do business

Dear Mr.Tanaka,

We would like to introduce ourselves as an organization specializing in supplying raw materials to garment manufacturing organizations. We would be interested in doing business with you.

We, at (company name) have been manufacturing raw cotton materials since last five years. We supply our raw materials to most popular garment manufacturing companies in this country. Your organization also manufactures cotton garments for which you must be requiring a steady supply of cotton materials. We can assure that we provide the best quality of materials and above that the price of our materials is economical.

It would be an honor doing business with you. It would be great if you could arrange for a business meeting so that we can discuss this in detail. I am also attaching a copy of our company profile.

Thanking you,
Hiroshi
Marketing Head



Subject: Business reminder mail,

Dear Mr.Tanaka,

This email is a reminder in regards to the business contract that we had sent you on 1st of June 2017. There has been no reply from your end since we have sent the business contract.

We had a business meeting on 27th of May 2017. As per the meeting we both had agreed to enter into a business deal where we would be providing software services to your organization. You had asked us to prepare the contract and mail it to you. So we have done so accordingly but there has been no response from your end. We would require you to sign the contract and mail it back to us.

It would be really helpful if you could get back to us as soon as possible and inform whether you are fine with conditions in the contract.

Regards,
Hiroshi
Business Head

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Subject: Thank you for the interview

Dear Mr.,Tanaka.

This is in regards to the interview taken by you when I had applied for the position of an assistant manager. It was a very good experience to give an interview for the above position. I would like to thank you for giving me such an opportunity.

I feel that the job position for which I gave the interview is a perfect match for my knowledge and skills. I also have excellent written as well as communication skills. I have the ability to manage a large team. I understand your needs for the job position.

I enjoyed the whole interview process. I would like to thank you for taking my interview. It would be a great honor for me to work in your organization and I am expecting a call from your end for that position.

Thanking you,

Hiroshi