

英文レター作成（解答）

Lesson 7 貿易クレームとその処理

Date: August 26, 20xx

To: info@canterburytrading.com

From: kantoelectronics@ah.com

Re: Airfreighting of the remaining 5 units

Dear Ms. Biederman:

Thank you for your e-mail of August 25, in which you pointed out that our error had been made in shipping your order No.001.

After a thorough investigation, we found that the wrong case of document processors was sent to you because of a mix-up in dispatching the goods from the warehouse. We are therefore airfreighting the remaining 5 units to you on JALCARGO, Flight No.156, departing from Narita this evening. The documents relating to this shipment are being airmailed to you separately.

We apologize for any inconvenience that our error may have caused you.

Best regards,

Takeo Yamamoto

Export Manager