

手紙のスタイル (Letter Formats)

レターの各構成要素を配置する際に数種の様式 (style) があり、現在普及しているのは、下記の3つのスタイルである。

1. Full Block Letter

レターを構成するすべての要素が左寄せされ、表や見積り等は別としてインデントは行われない。付表1を参照。現在、Full Block Letter が一番普及しているので、この講義でもこのスタイルを採用している。

2. Modified Block Letter

発信日付、結尾礼辞及び署名欄は、通常右寄せされ、結尾礼辞及び署名欄の書き始めを揃える。また、Full Block Letter と同じように、各パラグラフのインデントは行われない。付表2を参照。

3. Semi-Block Letter

発信日付、結尾礼辞及び署名欄は、通常右寄せされ、結尾礼辞及び署名欄の書き始めを揃える。ただし、各 paragraph のインデントを行う。付表3を参照。

付表1 Full Block Letter

CANTERBURY ELECTRONICS CO., INC.

15 California Street, Los Angeles

California 94007 USA.

Telephone: (202) 512-1800

Facsimile: (202) 512-1855

Email: info@bernet.com

Web site: www.cenline.com

January 20, 2003

Ref. 125

Mr. Ikuo Kanamori
General Manager of Electronics Dept.
Kanto Trading Co., Ltd.
1856 Mitsuura-cho
Kanazawa-ku, Yokohama City
Japan

Dear Mr. Kanamori:

Subject: High-resolution color printer

Thank you for your letter of January 10, in which you propose that we start doing business based on our electronic products, especially, the high-resolution color printer. We believe this is an excellent opportunity for both Kanto and Canterbury to expand our business activities into new fields.

We are acutely aware that the information business in Japan has changed greatly over the past few years owing to the rapidly-increased use of personal computers in the home. We completely agree with your remarks that only high-quality products will find a ready market.

As requested, we are enclosing a general leaflet on our electronic products and detailed information on our range of high-resolution color printers. We would like to emphasize that our new latest color printers have been very well received here in the US, reaching a sales volume of 5, 000 units within a month of their launch.

We believe you will find that each of our products will meet your exacting requirements.

We look forward to starting business with you very soon.

Very truly yours,

(Signature)

William Robertson
President

Encl: General Leaflet and Detailed Specifications

cc: Ms. Roosevelt
Dr. Franklin

P. S. We would appreciate very much your sending us your latest annual report.

(2) 変形ブロック書式 (Modified Block Format)

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(Signature)

William Robert
President

Encl: General Leaflet and Detailed Specifications

cc: Ms. Roosevelt
Dr. Franklin

(3) セミブロック書式 (Semi-Block Format)

January 20, 2003
Ref. 125

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