한영

1. I am sure you are well aware of the recent sharp decline in our sales in the market from the regional economic recession. Such sales decline incurred the inventory to overflow, and burdened our company with the current inventory maintenance costs. I am writing this letter to ask for your cooperation with the settling the issue. Precisely, we are requesting an extension of draft period for 60 more days of all payments until the inventory is adjusted to ordinary level. The adjustment will take approximately 4 ~ 5 months depending on the sales figure during the adjustment period. I should be greatly thankful if you make fast, and positive review on this request, as usual.

We have well received the letter which enclosed your requests and food product catalogs, and would like to thank you for sending the six instant soup samples we had requested. We found out, by going through sample tests, the products are easily cooked and very delicious. We believe this product will prove successful in the market, and wish to place orders regularly. Could we possibly get 15% discount on the order? We will place our first order upon receiving your letter on accepting the discount. We would appreciate if you send us the order template once we reach an agreement. We will look forward to your reply in the near future.

영한

1. 제가 간략하게 말씀드린 것처럼, 저는 한국에 파견된 외국인 임직원들의 거주 공간을 찾아드리는 Kim&Company 의 상담원입니다. 많은 HR 전문가에게 있어서 한국으로 파견나간 신입 임직원에게 거주지를 제공해주는 일은 오랜 시간이 걸리고 힘들 수 있습니다. 당사는 1999년도부터 여러 글로벌 기업들과 협업 아래에 해외 임직원들과 가족들이 만족스러운 삶을 살 수 있도록 국제학교와 쇼핑 시설이 근접한 곳으로 알아봐 드렸습니다. 귀하께서 참고하실 만한 최근 브로슈어를 첨부해드립니다.

오늘 아침에 당사와 거래중인 미국의 운송업자가 오크랜드 항구의 파업으로 인한 컨테이너의 배송 지연 가능성에 대해 저에게 이메일을 보내왔습니다. 배송 지연은 당사에게 곤란한 문제이므로 긴급한 물품은 항공 배송을 고려해봐야 될 것 같습니다.

배송 지연으로 인해 귀사에게 안겨드린 실망감에 대해 당사는 전적으로 동감하고 있습니다. 당사는 예측하지 못한 이번 사태로 불편함을 끼쳐드려 유감입니다. 최근 트럭 운전사들의 파업은 당사의 많은 배송 업무 또한 지연시켜왔습니다. 당사는 현재 귀사의 배송 건을 지체 없이 처리하기 위해 다른 운송편을 확인 중이며 이번 주말까지는 배송 시작될 것으로 기대하고 있습니다. 당사는 귀사의 비즈니스를 중요하게 생각하며 앞으로도 귀사와의 관계가 지속될 수 있기를 바랍니다.

10 Expression

1. The new law clearly benefits those earning the most money.
2. For all his prowess, he was set to keep a low profile this summer and to ride in support of Froome.
3. The deal promises Iran economic and sanctions relief for limits on its nuclear program.
4. The US maintains military bases and more than 5,000 troops in Iraq.
5. Khamenei has until now ruled out talks with the United States, saying it cannot be trusted.
6. Tensions have escalated since President Donald Trump withdrew America from Iran’s nuclear deal last year and restored heavy sanctions.
7. Federal lawmakers, local officials and others have voiced concerns that Trump could alter the tone of what traditionally is a nonpartisan celebration of America’s independence from the British by delivering a political speech.
8. The purchase underscores Japan’s growing role in its post-war alliance with the US.
9. He also was cleared on charges of impeding the investigation and retaliating against the SEALs who reported him.
10. The outcome delivered a major blow to one of the Navy’s most high-profile war crimes cases.