

Quickbricks für emails:

Deutsch	Englisch
<p>Eine Einladung annehmen:</p> <p>Vielen Dank für Ihre freundliche Einladung vom ... zu</p> <p>Ich/wir freue/n mich/uns bereits sehr auf das event.</p> <p>Bitte geben sie mir rechtzeitig Bescheid, falls sich etwas ändern sollte.</p> <p>Beste Grüße,</p>	<p>Accepting an invitation:</p> <p>Many thanks for your kind invitation to ... (event) on ...(date)...</p> <p>I/ we really look forward to it.</p> <p>Please inform me in time about any changes or amendments.</p> <p>Best regards,</p>
<p>Eine Einladung ablehnen</p> <p>Vielen Dank für die freundliche Einladung. Ich wäre sehr gerne anwesend.</p> <p>Da mein Terminkalender an diesem Tag jedoch bereits komplett gebucht ist, kann ich leider nicht teilnehmen.</p> <p>Wäre es ein anderer Termin, hatte ich es geschafft.</p> <p>Nochmals vielen Dank für die Einladung.</p> <p>Beste Grüße,</p>	<p>Declining an invitation</p> <p>Many thanks for the kind consideration and invitation to that event. I would have loved to join.</p> <p>As my schedule is fully booked at that time, I unfortunately cannot be there.</p> <p>If it had been a different date, I would have been able to make it.</p> <p>Once again, many thanks for the invitation.</p> <p>Best regards,</p>
<p>Hotelreservierung</p> <p>Ich / wir würde/n gerne ein Einzel/Doppelzimmer in Ihrem Hause buchen. Hier die Details:</p> <p>Datum: vom - bis</p>	<p>Hotel reservation</p> <p>I/we would like to book a single/double room at your hotel.</p> <p>Please see further details:</p> <p>Date: from - to</p>

<p>Anreise: Abreise: Raucher/Nichtraucher: Frühstück: Halb/Vollpension Haustiere:</p> <p>Bitte geben Sie mir schnellstmöglich Bescheid, ob Sie über Kapazitäten verfügen.</p> <p>Ich freue mich auf Ihre baldige Antwort.</p> <p>Beste Grüße,</p>	<p>Arrival Departure Smoker/non-smoker Breakfast incl. Half/Full Board: Any pets:</p> <p>Please let me know asap about any vacancies.</p> <p>I look forward to your speedy reply.</p> <p>Best regards,</p>
<p>Terminvereinbarung</p> <p>Ich würde gerne folgende Termine zum persönlichen Treffen (in Ihrem Hause) vorschlagen:</p> <p>...</p> <p>Bitte teilen Sie mir mit, welcher Ihnen davon am besten passt.</p> <p>Zur rechtzeitigen Planung erbitte ich eine Antwort bis spätestens ... (Ende der Woche)</p>	<p>Fixing an appointment</p> <p>I would like to fix an appointment for a personal talk (in your premises) and therefore suggest the following dates:</p> <p>...</p> <p>Please let me know which date suits best.</p> <p>Please keep in mind that a speedy reply is appreciated for a better planning. Let me have the answer by.... (end of the week , the latest)</p>
<p>Dringend um Meldung ersuchen</p> <p>Da wir einige Probleme festgestellt haben, bitten wir schnellstmöglich um Ihre Meldung.</p> <p>Bitte rufen Sie uns an unter, oder kontaktieren Sie uns per mail:</p> <p>Verzeihen Sie unser Drängen, die Angelegenheit ist ernst.</p>	<p>Asking for some urgent reply</p> <p>As we have experienced some problems, we kindly as for your prompt reply.</p> <p>Please call us at :... or get in touch with us via email:....</p> <p>Please apologize our urging but the matter is serious.</p>

Die nachfolgenden Briefe sind für bestimmte Bereiche gedacht und werden hier nicht noch einmal übersetzt. Personengruppen, die diese speziellen Formulierungen benötigen, sind auch bereits in der Lage, diese zu verstehen - haben nur manchmal Probleme mit der eigenen Formulierung.

Sample of letters

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Acknowledgment of Warranty and Instruction for Product Return

Dear Mr. Abel:

We are sorry to hear that you have been experiencing problems with your new [name of product].

While we do ask that our customers contact their dealer in the event of a problem, we recognize that, in your case, it would be impossible. Therefore, if you will carefully package the unit in its original carton and send it to us, our "doctors" will put it through a thorough examination to determine the source of the problem.

If the problem turns out to be a minor adjustment, we shall make the repair and be sure to return the [product] to you within thirty days. If our determination is that the unit is defective, we will send you an immediate replacement.

Again, I am sorry that you experienced this difficulty and wish to thank you for your patience and for purchasing our [product].

Sincerely yours,

ACKNOWLEDGEMENT OF APPLICATION

To: _ [Applicant]

Dear [Applicant]

We appreciate your interest in being employed by our firm. We regret to inform you, however, that the available position[s] has been filled, and we cannot give your application further consideration at the present time. Your application will be kept on file for future reference should an opening arise.

Very truly,

Apology for customer for accounting error

Dear Ms Luellmann

Thank you for your recent correspondence regarding your account number _____. We were able to track down the error and have credited your account accordingly. A report to this effect has also been sent to our credit reporting company.

As of this date, your account balance is €_____.

You are a valued customer and we apologize for any inconvenience this mix-up may have caused. If we may be of further assistance please contact this office at your convenience.

Yours sincerely

Invitation to demo new product line

Dear Mr. Frerichs,

It is our great pleasure to inform you that our new product line is ready for your inspection.

We believe that you will be delightfully surprised to see some of our latest innovations in both concept and design and invite you to call for an appointment to visit our display room [name of individual] will be happy to arrange a demonstration time for you at your convenience.

We will look forward to seeing you soon.

Best regards,

Order after offering

Dear Mr. Hoffmann:

This is an order for the merchandise you offered described below.

10 Units of below listed items:

Order n.: 212 Coffee concentrate 55 GAL. Unit:212.50 Total:2125.00

Order n.: 323 Milk concentrate.

HI-CONCENTRATE 55 GAL. Unit:122.00 Total:1220.00

Please ship as soon as possible. Payment terms shall be standard 2%-10/NET 30.(Short form of: 30 days net/2% discount for payment within 10 days.)
Method of shipment: UPS.

Any questions regarding this order should be directed to
MIKE CHAMBERS AT 813-521-1668 EXT. 243 in the Florida
office.

Thank you for your prompt handling of this order.

Best regards,

Offer to speedy order:

Dear Ms. Kaiser:

In the past twelve months you have purchased a considerable amount of merchandise from us, which pleases us greatly.

Since you have never taken advantage of the 2% discount we offer for early payment, we thought that you might be unaware of just how substantial your savings could be. The savings on last year's purchases alone would have amounted to \$...

By paying us within 10 days of delivery, you can actually save 24% of the face amount of your average monthly bill over the period of a year. There are, in fact, firms who prefer to borrow funds to take advantage of this discount. Of course, you know what is best for your own business, but we want to be sure that you are aware of this savings factor.

We would like to take this opportunity to thank you for the orders you have given to us over this past year and the promptness with which you have always paid. It is a pleasure doing business with your firm.

Kindest regards,

Request for Employment interview:

Dear Ms Westermann,

[name of individual] recommended that I contact you and request an interview.

I have recently graduated from [college or university] with a degree in [state degree] I am very interested in [state area] and would appreciate having the opportunity to discuss any openings you may have in this area.

I have enclosed my resume for your review and will look forward to meeting you.

Thank you for your consideration.

Yours sincerely,

Announcement of New Pricing policy

Dear Mrs Wehen

It has been our policy in the past to supply ice to our customers when their ice machine has broken down. Because we have many customers who are paying later and later, we are forced to set down stronger company policies. Our new policy will go into effect August 3, 1986, and is as follows:

1. If the customer is more than 15 days late in their monthly payment and the machine is not working, we will not supply ice. We will repair the machine, and the number of days in which the machine has not been in service will be credited to the customer's account. At the time of our service call we will expect payment in full of any unpaid balance due us.
2. There will be a sur-charge on accounts falling more than 30 days behind.

While I am sorry that we must go to such extremes as those outlined above, I am afraid that there is no alternative. Our company policy is, and always has been, to provide the best service available to our customers. We can only continue to do this with our customer's cooperation.

If there are any questions regarding our new policy, please give me a call.

Best regards

Reply and New Customer Welcome

Dear Mrs Schuhmacher

Your letter just arrived, and after reading it several times to be absolutely sure of its content, I can say how pleased I am with your decision to purchase your plywood products from us.

Ours is truly a business whose future depends upon the satisfaction of our customers. Welcome to that family. You can rest assured that we will strive to provide you with the fastest most efficient service, along with the highest quality products available.

Should you have any problems, or any ideas on ways that we can improve our service, please feel free to call upon me. Again, welcome aboard.

Yours sincerely