

レターの場合は会社の  
ロゴ入り用紙を使う

23 Feb. 2014

Mr/Ms. \_\_\_\_\_

(役職)

(所属部署)

(会社名)

(所在地)

(tel or e-mail 等)

Dear Mr/Ms. \_\_\_\_\_

We have now returned to Japan, and would like to express our sincere thanks for the hospitality extended to our feasibility study team during staying in Jakarta.

It was a pleasure to meet you and your friendly colleagues, and all of you made our stay very pleasant and fruitful.

In fact, seeing your business gave us a lot of ideas that will help us in carrying out our business plans in Indonesia.

We thank you once again, and we hope that we may have the opportunity to return your kindness in the near future.

Sincerely yours,

(サイン) \_\_\_\_\_

(氏名)

(役職)

(所属)

(会社名)

(所在地)

(tel or e-mail 等)