

## 5강 Unit 20 이메일 시작하기 ①

001 It's been a long time since ~. ~한 이후로 시간이 꽤 흘렀네요.

- It's been a long time since our last meeting.
- It's been a long time since we met.

002 I'm emailing you to ~. ~하려고 이메일을 보냅니다.

- I'm emailing you to ask for your help.
- I'm emailing you to let you know that we are interested in your products.

003 I'd like to confirm ~. ~을 확정하고 싶습니다.

- I'd like to confirm the details of our meeting.
- I'd like to confirm my order.

004 We are a[an] ~ company. 저희는 ~ 회사입니다.

- We are a small financial company in Seoul.
- We are a cosmetics company in Washington D.C.

005 I am contacting you on behalf of ~. ~을 대표하여 연락드립니다.

- I am contacting you on behalf of our company.
- On behalf of Parky Hardware Store, I am contacting you to confirm your order.