

## 24강. 31 검토하기 & 재고하기 / 32 당부하기 & 부탁하기 /

### 33 제안 수락하기 & 거절하기

#### 31 문서 업무 기본 표현

검토하기 & 재고하기

Thank you for submitting a proposal to us.

I will get back to you as soon as possible regarding your proposal.

We will carefully examine the contents of your report and respond to you shortly.

It will take a few days to go over the document.

Let me reconsider your suggestion.

I'm sorry, but there is no room for reconsideration.

#### 32 문서 업무 기본 표현

당부하기 & 부탁하기

Please check them and let me know if you have any questions.

The contents of the meeting should be kept strictly confidential.

Don't worry. It's between us.

Last but not least, let me know the result as soon as you can.

Thank you in advance for your help.

Let me know if there's anything I can do for you.

I hope this helps.

### 33 문서 업무 기본 표현

#### 제안 수락하기 & 거절하기

We are willing to meet with you and discuss your suggestion.

We look forward to a mutually rewarding relationship with you.

- rewarding 수익이 많이 나는

We will do our best to meet your expectations.

I am glad to be working on this project with you.

Regrettably, we must turn it down.

We regret to inform you that your proposal does not meet our requirements at this time.