

Dear Hoshi:

Because of the on-again/off-again haggling with one of our subcontractors, we have been putting off writing to you. We were royally turned off by the shoddy merchandise, the excuses they made up, and the way they put down some of our customers. Since we have our good name to keep up, we have decided to take the bull by the horns and see if you would be interested in bidding on the contract for spare parts.

By playing ball with us, your products are sure to score big. So please give it your best shot and fire off your price list ASAP. We will need it by 3/8 if you are to be in the running.

Yours Truly,

I.B. Writing

**Comment [S1]:** Is it appropriate to address a business professional in another country this way?

**Comment [S2]:** Both of these terms are slang and would be difficult to translate into another language.

**Comment [S3]:** Again, "putting off" is a slang term that is not easy to translate and sounds very unprofessional.

**Comment [S4]:** Although when the document is translated these words may be translatable, the phrase may take on a totally different meaning than what is intended and it may confuse the reader.

**Comment [S5]:** Not a word that is easy to translate.

**Comment [S6]:** Another slang term that will not translate well.

**Comment [S7]:** If translated, the reader will think the business is literally holding up a name.

**Comment [S8]:** I laughed when I saw this. Can you imagine the image in the head of a business man who is having this correspondence translated?? This slang term is unprofessional and does not translate well.

**Comment [S9]:** Again, they should not be using a slang term. The supplier will think the company is asking them to "play ball" or will not understand what the request is.

**Comment [S10]:** This phrase, again, is not professional and would not translate properly.

**Comment [S11]:** This is a slang term that will not translate.

**Comment [S12]:** This is an acronym that may not be familiar to all cultures.

**Comment [S13]:** Different cultures express abbreviated dates in different forms. In some cultures, this date would read August 3 instead of March 8. It is important to write out the date when you have an international audience.

**Comment [S14]:** Once again, this is slang or a figure of speech known to Americans but does not translate well to other languages and/or cultures.

**Comment [S15]:** In my opinion, I would even change out this – I'm not sure if it is appropriate to the culture that that the business is writing to. It appears to me this may be going to an Asian supplier. If this letter was sent out the way it is written above, it would be very confusing AND would come across as disrespectful which is HUGE in any business transaction, but especially in the Asian culture.

Dear Mr. Ming:

Please accept our apologies for not writing sooner, we were having problems with one of our subcontractors. We did not have a good experience with this supplier. The merchandise they provided was not up to our standards and their business interactions and customer service was not acceptable.

It is our goal to provide quality products to our customers. Since the previous supplier did not have this common goal, we are searching for a new supplier. Would you be interested in bidding on the contract for spare parts? If so, we are accepting offers through the end of the business day on March 8, 2012.

We encourage you to submit your best offer. We believe your business sales will increase if you become our parts supplier. We look forward to your bid.

Respectfully,

I.B. Writing  
Technical Parts, Inc.