

Templed: e-bost sut i drefnu cyfarfod Template: how to arrange a meeting by e-mail

Annwyl	Dear
Rydym yn trefnu cyfarfod i drafod	We are arranging a meeting to discuss
Bwriad y cyfarfod fydd...	The aim of the meeting will be to...
Hoffwn i eich gwahodd i...	I would like to invite you to...
Fyddai modd i chi gadarnhau eich bod ar gael ar ddydd ____, mis ____, dyddiad, am __ o'r gloch?	Could you please confirm that you are available to attend on __ day, month, date at __ o'clock?
Wrth ymateb, fyddai modd i chi nodi a oes gennych unrhyw ofynion penodol?	When responding, could you note any specific requirements?
Oes angen lle parcio arnoch?	Do you need a parking space?
Oes gennych unrhyw anghenion deietegol?	Do you have any dietary requirements?
Hoffech (chi) gyfrannu yn y Gymraeg neu'r Saesneg yn ystod y cyfarfod?	Would you like to contribute in Welsh or in English during the meeting?
Croesewir cyfraniadau yn y Gymraeg neu'r Saesneg	Contributions are welcomed in Welsh or English
Fydd angen cyfieithu ar y pryd arnoch?	Will you require simultaneous translation?
Oes gennych unrhyw ofynion eraill?	Do you have any other requirements?
Os nad yw'r amser yma'n gyfleus i chi, fyddai modd i chi roi gwybod i ni?	If this time is not convenient for you, would you be able to let us know?
Atodaf gofnodion y cyfarfod diwethaf	I attach the minutes of the last meeting
Gwerthfawrogwn eich ymateb erbyn..., er mwyn inni allu rhoi trefniadau'r cyfarfod yn eu lle.	We'd appreciate your response by..., in order to be able to process all meeting arrangements.
Bydd rhagor o fanylion yn dilyn	More details will follow
Cofion	Regards

Safonau 125, 24, 24A, 27,
27A, 27CH, 30, 31, 32