

Information

Could you give me some information about ...
Please contact me again if ...
If I can be of any further assistance, please do not hesitate to contact me.

Action

It is very important for me that you ...
Do you think you could ... ?

Help

Would you like me to ...?
I would be very grateful for your help.
Would you mind ... (+ ing)
Certainly.
Thank you in advance for your help in this matter.

I need you to

Please get back to me if you need any more information

Let me know if

I'd like you to

I'd like to know a little more about

Of course

Shall I

I'd really appreciate it

Can I ask you to

I'd appreciate your help on this