

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