

An email of request

Introduction:

I' ve got a _____.

Could you do me a _____?

I need some _____.

Could you _____ me?

Requests:

Please, _____ you phone me later?

Could you _____ answer the emails?

_____ you please send the letter?

Do you _____ you could make a pizza?

Conclusion:

Sorry to _____ you.

Thanks ____ ____.

Thank you ____ ____.