3 octobre : prof titulaire

Requête: Would you be so kind as to (formel)

I’d be very grateful if you could (//)

Could you please …? (neutre)

Relance:

To this day, I haven’t received any answer from you …

I would like to kindly remind you that …

Remerciements:

I would like to express our gratitude for all your help in this matter (très formel)

Demande d’info / clarification:

Could you | Give me some information about

| tell me more about

Would you mind giving me more details about …

Conclusion:

If you need | additional assistance, please contact me

| any further information

Thank you in advance

Yours Faithfully, Yours Sincerely -> Lettre

(Kind) Regards, Best Regards.