

Lesson 4. Phrase bank. Requesting information

	Neutral	Formal
Salutation	<ul style="list-style-type: none"> • Hi team, • Hi [Name], • Hello [Name], • Hello everyone, • Dear [Name], 	<ul style="list-style-type: none"> • Dear colleagues, • Dear Mr. Jones, • Dear team,
Requesting	<ul style="list-style-type: none"> • I have a number of questions to you. • I'm interested in receiving an update on/finding out if ... • I need a bit more info on ... • Can I have an update on ...? • I am writing to ask you about ... • I am reaching out to touch base on ... • Can you please update me on ...? Could you also confirm that ...? 	<ul style="list-style-type: none"> • I would be grateful if you could provide me with ... • We would be grateful for some information about ... • I would appreciate it if you could ... • I was wondering if you could ... • Could you possibly ...? • I would also appreciate it if you could explain ... • We would especially like to know whether... • Do you think you could ...?
Linkers	<ul style="list-style-type: none"> • First, second, lastly/finally, • Firstly, secondly, lastly/finally, • Also, / moreover, / in addition, / additionally, / apart from that, • In particular, / especially, 	
Setting a deadline	<ul style="list-style-type: none"> • Please email me by / before (date/day) • I need your response by / before (date/day) • I'm looking forward to your reply by (date/day) 	<ul style="list-style-type: none"> • Could you possibly send me your feedback by / before ...? • I would appreciate it if you replied by ... • Please provide a status update by ...

	<ul style="list-style-type: none"> • Please let me know where you are with.... by EOD. • Can you get back to me by the end of the day / by the end of the week? 	
Closing line	<ul style="list-style-type: none"> • I'm looking forward to hearing from you shortly. • Thank you. 	<ul style="list-style-type: none"> • I look forward to your response.
Complimentary closing	<ul style="list-style-type: none"> • Best regards, • Regards, • Have a lovely weekend, • Thanks, • Best wishes, 	<ul style="list-style-type: none"> • Best regards, • Sincerely yours, • Yours sincerely, • Yours truly, • Yours faithfully, (<i>very formal</i>)