



Writing Emails Audio Course Season 1

Episode 9: Asking for Information

Lesson objective

In episode nine we discuss different ways to ask for information in emails.

Phrases to use when asking for information

I would be grateful if you could...

I would appreciate if you could, please...

Could/can you please...?

I would be grateful if you could provide me with information...

Please send me some information regarding...

I'd like your advice/input about something

I'd like your advice/input about a problem I'm having...

I was wondering if you had any ideas about...?

What would you advise?

What would you advise me to do?

What would be your advice?
