

# Making Requests Via Email

<b>direct</b>	Send ... I need you to send ... I have to ask that you send ... I'm going to have to get you to send ...	... <b>ASAP.</b> ... <b>by the end of the day.</b> ... <b>immediately.</b>
<b>politely direct</b>	Please send ... (less formal) Kindly send ... (more formal)	... <b>as soon as you can.</b> ... <b>as soon as possible.</b> ... <b>as soon as you're able.</b>
<b>polite</b>	Could / Would you please send . . . I would like you to send ...	... <b>when you can.</b> ... <b>when you are able.</b> ... <b>when you get a chance.</b>
<b>very polite</b>	I would appreciate if you would/could send ... Could you possibly send ... Would you mind sending ...	... <b>if you get a chance.</b> ... <b>whenever you're free.</b> ... <b>whenever you can.</b>

What style is this message? Why?

Ms. Akizawa,

This is Robert Burr in accounting.

I need you to send me the Q3 earnings report by the end of the day, Friday.  
We'll be going over the figures with the accounting team early Monday morning.

I understand your team is very busy right now so I appreciate your effort.

Best,

R. Burns

**Reduce Chitchat**

less clutter =  
more direct

**Know the why**

Give reasons for  
strong requests.

<b>Be Understanding</b>	I've been told <i>this is a difficult time.</i> I understand <i>your team is busy right now.</i> I know I'm giving you short notice.
<b>Be Grateful</b>	I appreciate <i>all your effort.</i> I'm grateful for <i>any help you can give.</i> Thank you for <i>taking the time to read this.</i>

teacher

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