**７－４　依頼の表現**

■　I would appreciate it if you could reply by the end of this week.

■　Your patience would be very much appreciated.

■　Would you be so kind as to take the time to look over my proposal?

■　Would it be possible to postpone payment for one month?

■　I would be grateful if you could send me your latest catalog and price list.

■　I wonder if it is possible to change our order quantity.

■　We should be so pleased if you could give a speech at our 10-year celebration party.

■　Would you explain your new product more specifically?

■　I hope you will understand the situation and consider this matter.

■　Would you be able to submit a report within this week?

■　It would be very helpful if you could send a replacement immediately.

■　Please look into this matter urgently and get back to me by return.

■　Could you deliver the product right away since it is 10 days past the date of delivery?

■　It would be greatly appreciated if you could send me your quotation by next Wednesday.

■　Can you give me a hand putting these documents in order?

■　If it is not too much bother, may I ask you to help me with these reports?

■　I would like to request you to advise us of the delivery schedule of our order.