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ASKING FOR ADVICE - USEFUL PHRASES

Opening paragraph

I am writing to ask if you could help me with...

Asking for advice

I would appreciate it if you could help me with...

I would appreciate it if you could give me some advice about...

I am writing to ask for your advice...

I would be grateful if you could offer your advice on...

Could you possibly offer your advice on ...

I wonder if you could help me with the problem of.../connected with.../related to...

Closing paragraph

I would appreciate it if you could give me your advice as soon as possible.

I look forward to receiving your advice.

It would be of great help if you could advise me on...

GRAMMAR NOTE - INDIRECT QUESTIONS

The word order in indirect questions follows the pattern of a positive sentence: **subject+verb+object**

Yes/No questions

Will the new equipment be available on time? (direct question)

→ I would like to know if the new equipment will be available on time. (indirect question)

Wh- questions

How much will the new equipment cost? (direct question)

→ I would like to know **how much** the new equipment will cost. (indirect question)

WWW.STANAGEXPERT.COM

John Omolo
434, Kakamega
omolojohn1@email.com
Date

Muchangi Peterson
Manager
XYZ Sales Company
100, Kiambu

Dear Muchangi,

I have greatly enjoyed working at XYZ Sales Company for the past three years. In those years, I have become an integral member of the sales team and have developed innovative ways to contribute to the company.

For example, in the past year alone, I have achieved the following goals:

- Highest-ranking salesperson in customer satisfaction last quarter
- Brought two new high-profile clients to the company, increasing total company sales revenue by 10%
- Voluntarily trained incoming sales staff, totaling 80 hours of voluntary service

I believe I have gone above and beyond the benchmarks we set for my position when I arrived at the company three years ago. I would therefore appreciate the opportunity to meet with you to discuss increasing my salary so that it is commensurate with my current performance. I request a pay raise of six percent, which I believe reflects both my current competencies and industry averages.

Once again, I am grateful to be a member of this organization, and I enjoy taking on assignments that allow me to contribute to the company. Thank you for your time. I look forward to speaking with you soon.

Sincerely,
John Omolo
(Signature.)

University Admission Letter Sample

Edna R. Pearce
1293 West Side Avenue
River Edge, NJ 07649

Dear Edna,

We are pleased to inform you that you have been offered a spot in the class of 2014 for the University of Oklahoma!

After reviewing your application and all the supporting documents, we have determined that you are exactly the kind of student that we are looking for to carry on the University of Oklahoma tradition.

Attached to this letter you will find a full admissions package, along with specific information on how to accept this offer. We ask that you respond within 4 weeks, as there are many other candidates who are waiting for any unaccepted spots!

Once again, congratulations. We hope to hear from you soon!

Sincerely,

University of Oklahoma Admissions



SALARY DELAY COMPLAINT LETTER

Date: June 13, 2019

To: [NAME] (ADDRESS) (CITY/STATE) (COUNTRY)

Subject: Salary Delay Complaint Letter

Dear Mr./Ms. (Name Employee),

This letter is to inform you that it is currently [90 days past] (Due date salary payment) and I have not received the salary for the last month (Last Month). I have not faced this issue since I have joined [COMPANY NAME].

However, I have received the payroll when the salary was not credited to my account. I have been working with this company for many years but never faced such issue before.

The matter is a serious concern for me as delay in salary causes me financial problems. I have also completed all the tasks on time which were assigned to me. It was mentioned in the contract that you will pay me on [Due Date] of every month.

I also tried to inform the accounting department about it, but I feel that nobody took this problem seriously. Please investigate and resolve any issue that is delaying the salary payment. Please feel free to contact me directly. Thanks a lot for your reply.

Waiting for your prompt response.

Yours sincerely,

[NAME]

[Signature]

[Printed Name + Title]

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How do you email a university asking for information. Formal email to university asking for information subject. How to write a formal email to a university asking for information. Formal email to university asking for information sample. How to start a formal email to university. How to ask for information in a formal email.

Describe the item you need as specific as possible. Set up the next steps For things to operate smoothly, you better set out some deadlines or next steps. If it's a person, he or she can be a manager, team leader, or an executive. Our main products are Our main industry/market is Thirdly, tell them where you get their contact. Closing: End your email with a simple closing part. Suggest how you want them to deliver your information. (The other one is your email address). Best Regards, Kath Vu Business inquiries email is so important, as it is the very first step to a new, potential partner. Or My company is launching a new cosmetic product and we are interested in your marketing service. Signature Finally, don't forget a standard signature. Based on your reference, the recipient can identify which type of partner you are. Don't skip this part: a no-subject email can leave your reader confused, even irritated. Practice English anytime, anywhere with eJOY! Install eJOY extension to Chrome for FREE To begin with, the types of companies you can inquire about are diverse. Likewise, nobody wants that. 2. I hope this post brings you enough knowledge to write an effective inquiry email. So, you would not want to spend time tracking a lengthy and complicated email right? Using an inquiry email to ask for information is a must-have skill for office workers recently. Information help create a basis for businessmen to evaluate the options they have. We are one of the biggest companies in dealing with. If you want to make a call or hold a meeting, then When and Where? Try these phrases: I am [name], [title]/from department of company. Moreover, it is undoubtedly a helpful tool to get the information you need. My name is [name], [title] from company. -Should you have any additional questions, feel free to contact me at [phone number/email address]. Subject The subject is one of first 2 parts that directly show up to the recipient's sight. Then in that company, many can be the ones receiving your email. We suggest you use the below sentences: -We prefer that you send our requested information all-inclusive in one file, if possible. Firstly, greet your recipient using traditional salutations: If you don't know the recipient's name: write Dear Sir/Dear Madam/Dear Sir or Madam. Instead of just letting it be, mentioning an expected deadline can create reminders for the recipient. Avoid lengthy sentences. Leave your contact details so they can easily reach out to you whenever needed. After that, they can decide which company to work with or which supplier to buy from. We have listed below the details we need: The frozen mango puree information: origin, manufacturing process, nutritional facts, and quality standards The frozen mango puree wholesale price list We prefer you send the information above in PDF format. You can use this sample as a model to write your own: Subject: M Company | Product inquiry: Frozen mango puree Dear Sales Department, First of all, I am Kath Vu, Purchasing Officer of M Company. Hence, you should make use of this chance to save time. You can ask them to send it as a document or in a package. Moreover, in this case, they should be able to help your recipient collect information and answer some basic Ws and Hs: Why: Why are you writing this email? Do you need a document, a call, or a brief meeting? Our company, M Company is a beverage manufacturer. Hence, we would like to inquire about the frozen mango puree product. 5. How: How do you want to receive your information? Briefly introduce your company's business. Then, choose a proper closure (Yours faithfully, Yours sincerely, Best Regards), followed by your name. Be short, sharp and concise while writing your inquiry email (Photo Credit: Wander Fleur via Unsplash.com) 2. I look forward to receiving in formation. It can be a wholesaler, supplier, a company or an agency. How many of these? Consequently, they can handle your request in the most appropriate way. Aim a lot, very clearly the kind of information you want. 1. You could ask for anything. Opening There is a surprisingly simple but very effective stream, you can use at the beginning of an email: greeting "introduce" reference. You can also use a numbered list or a bullet list like this: I would like to ask for some details about your company's service listed below: 1. Your proposal for service / profile / brochure 2. Answering the above questions can help your email from work will be perceived correctly. You should include your name, position, department as well as your company name. 3. Our company is a retailer / supplier specializing in []. This ensures that your opening satisfies the basic requirements: educated, short and direct. -Well we will be very happy if you could provide us with detailed information through a video call at a convenient time. Nowadays, information is a worthy asset for the modern business world. What is your purpose? Inquisition commercial email sample for the last but not least, I would like to provide a sample of business consultation email. Let them know which and how many information you are looking for. As a result, they can even choose to ignore it! Probably only takes you a minute to enter simple subjects, as a company | Product Rite: Frozen Sleeve or BB Ltd. We are expanding our range of products. The definition: The word inquisition means an act of asking for information. We also prepare an email sample for you! The basic format of an email query before being a query email, has to be an email. Let's help you write business-rites aivne aivne Acov neuq a e otr@Auqni ed liam-e mu A euq o ,ragul orisimrp mE)moc.hsalpsnU air lexiqwaR .otof ed otid@Arc(oirAtirec ed serodahlbart arap airAtaqirbo edadililbah amu A liam-E otr@Auqni o revercE liam-E Write Write clearly, use basic structure, don't make the reader understand your message in the shortest time. You can ask for: A fashion brand's Spring catalog so you can choose which one to sell in your store Sample product of a supplier to check their quality Milk tea ingredients price when you want to open a drink shop An agency's campaign aid to launch your company's new product A studio's photography service for your customer This list can continue forever! Moreover, you can use business inquiries email to ask for a job vacancy of a company. This will make it easier for both of you to do business. Remind them of your request and politely say thanks: Thank you for your time. Mr. Dane Nguyen from N Company, your current customer gave us your name. Useful notes while writing an inquiry email While the guide above is quite detailed already, it is always practical to keep in mind some helpful notes: 1. How can they be of help? Therefore, always keep your email simple and on point. 4. And every email should follow some plain, traditional email etiquettes to show the sender's professionalism. We were referred to you by Ms. B from ABBank, your exclusive partner. It is very simple: you write an email to ask people for the information you need. It could be from an advertisement or a sales call. He also referred to your high-quality frozen fruit and beverage ingredient. Because of that, we are looking for new suppliers. But where and how to get the facts and data you need? You can check out the sample email (right below!) for a detailed example. It helps you search for words meaning right away: Isn't that great? Because of that, the recipient will be more likely to try replying to you within 10 days. Hence, you write this inquiry email. Also, take a look at our Business English blog for more great posts! If you want to improve your English, try using a handy, convenient app like eJOY while the posts. As long as you write them properly, they are your tool to get literally any information. You can use these examples: Mr. A of X company, one of your current customers, gave us your name. | Inquiry about strategy consult service. Your inquiry email's recipients are your potential business partners (Photo Credit: rawpixel via Unsplash.com) 2. If you know the recipient's name: use Dear + courtesy titles (Mr., Ms., Mrs.) + their last name. It would be great for us to receive the package within the next 10 days as it will help maintain our process rate. They are our main ingredient sources. Whoever it is, they are all your potential partners. By that, they can provide a proper response. The signature should include your full name, job title, and contact information. -Could you please set up a meeting with us for further discussion on this matter? You can also address the whole company or department: Dear Sales Department. To write a nice email, you can try our guide on the business inquiries email below. In the subject sector, state directly what this email is about so they can have some initial clues about what to do next. It could be the Sales, Marketing, or HR Department. What: What kind of information do you need? After you have mastered the email etiquette, here are 5 steps to write an inquiry email: 1. Try thinking of some examples. The portfolio of previous campaigns executed 3.The current price list This will certainly increase your chance of getting a sufficient response. We look forward to hearing from you. Be short, sharp and concise The first thing you must do to respect others is not to waste their time. Thank you for your time and I look forward to hearing from you. The recipient: Similarly, your recipients could be anyone. We used a numbered list and described exactly the items needed. It helps you create a good impression and moreover, a credible image. There are many different of information. For example, you can write: We are a beverage manufacturer and would like to know more about your products. You have seen an advertisement or received a sales call earlier. Try using a list so they can easily check if they have satisfied your needs. Most of the time, you use an inquiry email to express your interest in a specific product. You can read our guide for email etiquette. Make sure to give it a look before writing any kind of email. However, as a short email can become rude, remember to maintain courtesy as well. No matter who you are: a CEO, a manager, or just an employee, you always need information. If there is no time limit, they would put your email aside and might only come back after everything else is done. Besides deadlines, suggesting a brief call or meeting is also a nice choice. Time is valuable to everyone. Body An effective body should always be easy to read. They are the key factor which helps businessmen make decisions. For inquiry email, there is no limit as well. So, business inquiries email are email used to ask for information. So, writing an inquiry email is extremely important. In this case, leave your contact and mention some time ranges you think would be convenient for both sides. Make your needs clear You need to make sure the recipient fully understand your request. Tell your recipient you are interested in collaborating with them. You want to know more about their services. If someone in your network refers to this company, say it as well. For example, you may say It would be great for us to get this information within the next 10 days to maintain the rate of our process. You can also invite them for a call or meeting. Mr. C, your former supplier, suggested that we should contact you. After that, write the email body one by one: Firstly, start by stating the reason you write this email. Secondly, kindly introduce yourself so your recipient know who they are with. Your product is also one of our main ingredients. I would like to express our interest in making business with you.

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