

Formal Expressions

Here are some formal yet natural English expressions for the role play:

Making a Formal Request

1. "I am writing / here / to formally request..."
2. "I would like to request your assistance with..."
3. "I appreciate your time, and I hope you can consider..."
4. "If possible, could you kindly grant..."
5. "I understand the importance of this matter and would be grateful for your support."
6. "Please let me know if you require any additional information."
7. "Your attention to this request is highly valued."
8. "If you need any further details, please don't hesitate to ask."
9. "Thank you in advance for your prompt attention to this matter."
10. "I look forward to your positive response."

Answering a Formal Request

1. "Thank you for reaching out to us regarding..."
2. "I have received your formal request and will give it careful consideration."
3. "I understand the circumstances and will be happy to grant the extension."
4. "While I appreciate your request, I regret to inform you that we are unable to accommodate it."
5. "I will look into the matter and get back to you with a definitive response."
6. "We value your input and will take your suggestions into account."
7. "I apologize for any inconvenience this may cause."
8. "Please rest assured that your request is receiving our full attention."
9. "I have reviewed the information, and I have a few follow-up questions."
10. "If you have any further inquiries, feel free to contact us at your convenience."