**1. Declaration**

You must give us the documents immediately.

**2**. **Command / Direct Request**

Give me the documents immediately.

Please give me the documents.

Please provide me with the documents at your earliest convenience.

**3. Question**

Would you please provide me with the documents?

Can you please provide me with the documents at your earliest convenience?

When do you think the documents will be available?

**4. Implied Request**

We cannot review your request until we have received the documents.

Acceptance of the contract is contingent on a review of the documents.

We welcome the opportunity to review the documents at your earliest convenience.

**5. Assume Compliance**

Let’s talk after I have received the documents. I’ll give you a call early next week.

Adapted fromBetsy Fajans and Mary Falk, *The Art of Indirection*, Perspectives, Vol. 14, No. 1 (Fall 2005).