

REQUEST LETTER yozishda sizga kerak bo'ladigan foydali frazalar:

1. Kirish qismi (Introduction)

- **I am writing to request...** – Men ...ni so'rash uchun yozmoqdaman.
- **I am reaching out to inquire about...** – ... haqida ma'lumot olish uchun bog'lanyapman.
- **I would like to request...** – ...ni so'ramoqchiman.
- **I am writing to ask for...** – ...ni so'rash uchun yozmoqdaman.
- **I hope this letter finds you well.** – Ushbu xat sizga yaxshi kayfiyatda yetib boradi degan umiddaman.
- **I would appreciate it if you could provide...** – Agar siz ...ni taqdim qila olsangiz, minnatdor bo'lardim.
- **I am contacting you regarding...** – Siz bilan ... bo'yicha bog'lanyapman.
- **I am writing in reference to...** – ...ga oid yozmoqdaman.

2. So'rovni ifodalash (Making a Request)

- **Could you please send me...?** – Iltimos, menga ...ni yubora olasizmi?
- **I would be grateful if you could...** – Agar siz ... qilsangiz, minnatdor bo'lardim.
- **I kindly request you to...** – Sizdan iltimos qilaman, ...

- **Would it be possible for you to...?** – Siz ... qilish imkoniyatiga egamisiz?
 - **I would like to ask if you could...** – Siz ... qila olasizmi, shuni so'ramoqchiman.
 - **I would appreciate your assistance in...** – Sizning ...dagi yordamingizni qadrlayman.
 - **Could you possibly provide me with...?** – Menga ...ni taqdim eta olasizmi?
 - **I was wondering if you could...** – ... qila olasizmi, deb o'ylab qoldim.
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3. So'rovni asoslash (Explaining the Reason for the Request)

- **The reason I am requesting this is...** – Ushbu so'rovimning sababi ...
- **This would be very helpful because...** – Bu juda foydali bo'lar edi, chunki ...
- **I need this information for...** – Men bu ma'lumotni ... uchun kerak.
- **It is important for me because...** – Bu men uchun muhim, chunki ...
- **Due to (a specific reason), I would appreciate...** – ... sababli, ...ni so'rasam minnatdor bo'lardim.
- **This matter is urgent as...** – Bu masala dolzarb, chunki ...
- **As I am currently in need of...** – Hozirda menga ... zarur bo'lgani uchun...

4. Qo'shimcha axborot so'rash (Requesting Further Information)

- **Could you please let me know...?** – Iltimos, menga ... haqida xabar bera olasizmi?
 - **I would also appreciate details on...** – ... bo'yicha tafsilotlarni ham qadrlagan bo'lardim.
 - **If possible, I would like to receive...** – Agar iloji bo'lsa, ...ni qabul qilmoqchiman.
 - **I would be grateful if you could clarify...** – Agar siz ...ni aniqlashtira olsangiz, minnatdor bo'lardim.
 - **Would you mind providing additional information on...?** – ... haqida qo'shimcha ma'lumot bera olasizmi?
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5. So'rovni yumshatish (Polite Expressions)

- **I understand that you may be busy, but...** – Siz band bo'lishingiz mumkinligini tushunaman, ammo...
- **If it is not too much trouble...** – Agar ortiqcha noqulaylik tug'dirmasa...
- **I would really appreciate your help with this.** – Bu borada yordamingizni juda qadrlayman.
- **I hope this is not an inconvenience.** – Bu noqulaylik tug'dirmaydi degan umiddaman.
- **I would be happy to discuss this at your convenience.** – Sizga qulay bo'lgan vaqtda bu masalani muhokama qilishga tayyorman.

6. Tugatish (Closing Statements)

- **Thank you in advance for your help.** – Yordamingiz uchun oldindan rahmat.
- **I look forward to your response.** – Sizning javobingizni kutaman.
- **I appreciate your time and consideration.** – Vaqtingiz va e'tiboringiz uchun minnatdorman.
- **Please let me know if you need any further details.** – Qo'shimcha tafsilotlar kerak bo'lsa, menga xabar bering.
- **I hope to hear from you soon.** – Tez orada javobingizni kutaman.
- **Your assistance in this matter would be greatly appreciated.** – Bu masaladagi yordamingizni yuqori baholagan bo'lardim.
- **Looking forward to a positive reply.** – Ijobiy javob kutyapman.

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