

Please + verb for offers and commands in emails

Are the following sentences offers or commands (= orders)? Label them O for offers or C for commands. Some could be both.

- For more information, please click on this link.
- If you have any more questions, please let me know.
- If you need any further information, please do not hesitate to contact me.
- If you need any more info, just drop me a line.
- Please accept our apologies for...
- Please arrange for someone to pick me up from the airport.
- Please be patient.
- Please book a hotel for me.
- Please call me if you'd like to talk about it.
- Please change the venue of the meeting.
- Please check my report and give me some feedback.
- Please clarify what you mean by...
- Please confirm if you'd like...
- Please confirm receipt of this email.
- Please contact your boss immediately and tell her...
- Please contact... for further details.
- Please don't delay if you want to...
- Please don't forget...
- Please feel free to cancel...
- Please find my homework attached.
- Please get back to me ASAP.
- Please give me a bell if more explanation is needed.
- Please go ahead.
- Please let me know if you'd like me to reserve a table.
- Please let me know straightaway if anything isn't clear.
- Please let me say how sorry I am about...
- Please make sure you...
- Please put back/ postpone the meeting.
- Please remember...
- Please reply to this email by Friday.
- Please see the attachment for more information.
- Please send me... right away.
- Please sort out this problem as soon as possible.
- Please take your time.
- Please tell me if that doesn't answer your question.
- Please update the information and resend it.
- Please use this number if you get lost on the way.
- Please write back as soon as you can.

Rewrite any above which aren't polite enough, e.g. should actually be requests. Use as many different requests forms as you can.