This paper deals with politeness in requests used among the native speakers of Bahasa Indonesia in English business letters. The data cover twenty business letters in the form of e-mails with various topics. The research shows that the subjects use various ways of expressing request covering direct form are expressed in the form of declarative and interrogative sentences and often accompanied with ‘please’. Using Brown and Levinson’s theory of politeness, the result also shows that subjects take into account the risk of face loss in the relation to politeness strategies.

**Keyword:** politeness, business letters, request