

# Request for Retrieval of Class Photo Archives

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[School/Institution Name]

[School/Institution Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the retrieval of the class photo archives for [specific class/year]. As a [mention your relationship, e.g., former student/alumni], I believe these photographs hold significant sentimental value for many of us.

It has come to my attention that the archives may be stored digitally or physically, and I would greatly appreciate your assistance in accessing these valuable memories. The photos would also be a wonderful addition to any upcoming reunions or events planned for our class.

Please let me know the process required to retrieve these photographs, as well as any necessary forms or permissions I may need to complete.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]