

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Title]

[School/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request copies of the class pictures taken during the [specific year or event, e.g., "2023 Fall Semester"]. As a [your relationship to the class, e.g., "parent of a student in the class" or "student"], I would like to have these memories preserved.

Could you please provide information on how I can obtain these copies? If there are any associated costs or procedures, kindly let me know.

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

Sincerely,

[Your Name]

[Your Phone Number]