

Inquiry for Class Photo Duplicates

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[School/Organization's Name]

[School/Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the possibility of obtaining duplicates of class photos taken during the [Insert Year/Class Name].

As a member of the class, I would love to preserve these memories and would greatly appreciate your assistance in guiding me on how to request and obtain the duplicates.

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

Sincerely,

[Your Name]