

# Notification for Class Photo Duplicates

Dear Parents and Guardians,

We hope this message finds you well. We are reaching out to inform you that there is a need for duplicates of the recent class photos taken on **[Date]**.

Due to some unforeseen circumstances, a portion of the class did not receive their copies. To ensure that everyone has the opportunity to have a keepsake from this year, we are requesting families to place their orders for duplicates.

Please respond to this email or contact the school office by **[Response Deadline]** if you would like to order duplicates of the class photo. The cost for each duplicate is **[Cost]**.

Thank you for your understanding and support.

Sincerely,

**[Your Name]**

**[Your Title]**

**[School Name]**

**[Contact Information]**