

# Request for Class Photo Copies

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

To,

[Principal's Name]

[School's Name]

[School's Address]

[City, State, ZIP Code]

Dear [Principal's Name],

I hope this message finds you well. I am writing to kindly request copies of the class photographs for the academic year [Insert Year] for [Specify Class/Grade].

These photographs are important for our records and for the students and parents who would like to retain a memory of their time together. I would greatly appreciate your assistance in obtaining these copies.

If there is any paperwork or fees required, please let me know, and I will ensure it is taken care of promptly. Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position/Relationship to Student, if applicable]