

Request for Personal Copies of Class Photographs

Dear [Recipient's Name],

I hope this message finds you well. As we aim to commemorate our time together at [School/Institution Name], we are reaching out to gather personal copies of class photographs from our [specific year or event].

We kindly ask for your assistance in sharing any photographs you may have from this memorable time. These images will be invaluable in creating a collective memory for our alumni and current students.

If you have any photographs that you are willing to share, please send them to us at [Email Address] or upload them to [Shared Drive/Link]. We would greatly appreciate your response by [Deadline Date].

Thank you for your contribution to preserving our shared history. We look forward to reliving those wonderful moments together!

Sincerely,

[Your Name]

[Your Position/Relationship to the Class]

[Contact Information]