

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]

[Recipient's Name]
[Company Name]
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request the removal of the background for a series of images I have prepared. The details are as follows:

- Number of images: [Insert number]
- Desired output format: [Insert format, e.g., PNG, JPG]
- Deadline: [Insert deadline if applicable]

Please let me know if you require any additional information or specific instructions. I appreciate your assistance and look forward to your prompt response.

Best regards,

[Your Name]

[Your Contact Number]