

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

[Recipient Name]  
[Recipient Title/Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to you regarding a background removal request for [specific details about the images].

[Provide a brief explanation of why you need the background removed, any specific requirements, and the deadline.]

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

Sincerely,  
[Your Name]