

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

[Recipient's Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request the duplication of some documents using your Xerox services. Below are the details of the duplication:

- ****Document Type****: [e.g., Reports, Manuals, etc.]
- ****Number of Copies****: [Specify quantity]
- ****Color or Black & White****: [Specify preference]
- ****Size****: [e.g., A4, Legal, etc.]
- ****Deadline for Completion****: [Specify date]

Please let me know if you require any further information or if there are any specific procedures I should follow to facilitate this request. I appreciate your attention and look forward to your prompt response.

Thank you!

Best regards,

[Your Name]
[Your Job Title] (if applicable)
[Your Company/Organization Name] (if applicable)