

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

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

Dear [Recipient's Name],

I am writing to request a number of Xerox copies pertaining to [specific documents or materials needed]. The details are as follows:

- Document Title: [Title of Document]
- Number of Copies Needed: [Number]
- Format: [Black and White/Color]
- Deadline: [Specify Deadline]

I would appreciate your assistance with this request at your earliest convenience. If you need any further information or clarification regarding the documents, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Job Title/Position, if applicable]