

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

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

Dear [Recipient's Name],

I hope this letter finds you well.

I am writing to request a photocopy of [specific document or item]. The details are as follows:

- Document Title: [Title]
- Date of Document: [Date]
- Number of Copies: [Quantity]

Please let me know if you require any further information to assist with this request. I appreciate your help in this matter and look forward to your prompt response.

Thank you for your attention.

Sincerely,  
[Your Name]