

[Your Name]
[Your Position]
[Your Company/Organization Name]
[Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[Recipient Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Use of Xerox Machine

I hope this message finds you well. I am writing to request your permission to use the Xerox machine located in [specify location] for [briefly explain the purpose, e.g., printing documents for an upcoming meeting, copying important materials, etc.].

I anticipate needing access on [specific dates or times] and will ensure that all procedures are followed while using the machine. If you have any preferences regarding the use or if there are specific guidelines I should adhere to, please let me know.

Thank you for considering my request. I appreciate your assistance and look forward to your response.

Best regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]