

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your assistance with photocopying documents related to [specific project or purpose].

The details of the documents are as follows:

- [Document 1: Description, number of copies]
- [Document 2: Description, number of copies]
- [Document 3: Description, number of copies]

I would appreciate it if you could complete this task by [specific deadline], as it is crucial for our upcoming [meeting/presentation/review]. If you require any further information or assistance, please feel free to reach out to me directly.

Thank you for your support and cooperation.

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization]