

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

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

Dear [Recipient's Name],

I am writing to request the reproduction of specific documents through Xerox services. The details of the documents are as follows:

- Document Title/Description: [Title/Description]
- Number of Copies: [Number]
- Format: [Color/Black and White]
- Size: [Paper Size, e.g., A4, Letter]

Please let me know if you require any further information or if there are forms that need to be completed to process this request. I appreciate your assistance and look forward to your prompt response.

Thank you.

Sincerely,

[Your Name]