

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

[Date]

[Recipient Name]  
[Recipient Title]  
[Company Name]  
[Address]  
[City, State, Zip Code]

**RE: Request for Photographic Evidence - [Item Name/Description] - [Reference/Claim Number]**

Dear [Recipient Name],

I am writing to formally request high-resolution photographic evidence regarding the following high-value item: **[Item Name, Brand, and Model/Serial Number]**.

To ensure accurate [valuation/insurance coverage/damage assessment/authentication], please provide clear, well-lit photographs of the following:

- Full front, back, and side views of the item.
- Close-ups of the serial number, model number, or unique identifiers.
- Close-ups of any branding, logos, or hallmarks.
- Detailed images of any existing wear, damage, or specific points of concern.
- Photos of the original packaging, certificates of authenticity, or appraisal documents (if applicable).

Please include a reference object (such as a ruler or coin) in at least one photo to indicate scale. These images should be sent in digital format to [Your Email Address] by [Due Date].

If you have any questions regarding this request, please contact me directly at [Your Phone Number]. Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]