

[Your Name/Organization Name]
[Your Address]
[City, State, Zip Code]
[Date]

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

Re: Explanation of Extraordinary Voluminous Document Reproduction Expenses

Dear [Recipient Name],

This letter serves to provide a detailed explanation regarding the reproduction expenses incurred for the document request dated [Date of Request]. Due to the extraordinary volume of the records involved, the costs associated with this production exceed standard administrative fees.

The total volume of the request consists of approximately [Number] pages and [Number] digital files. Because of the size and complexity of these materials, the following factors contributed to the total expense:

- **Labor:** Extensive hours required for manual sorting, indexing, and preparing documents for duplication.
- **Material Costs:** High-volume printing, specialized binding, and the procurement of high-capacity external storage media.
- **Third-Party Services:** Engagement of professional scanning and reproduction services to handle oversized maps or fragile archival materials.
- **Quality Control:** Technical review to ensure page integrity and legibility across all duplicated sets.

The total estimated cost for these extraordinary reproduction services is \$[Amount]. An itemized invoice is attached for your review.

Please confirm your authorization to proceed with the reproduction at this cost. We will begin the process immediately upon receipt of your approval and/or payment.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Phone Number]