

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally accompany my donation of VHS tapes to [Organization/Library Name].

Enclosed, you will find [number of tapes] VHS tapes, which I believe could be beneficial for your collection. These tapes include a variety of genres, such as [briefly list genres or titles, if applicable].

I hope these tapes will find a new home with you and provide enjoyment and entertainment to your patrons.

Thank you for supporting [mention purpose or mission of the organization, if relevant]. If you have any questions or require further information regarding this donation, please feel free to contact me at [your phone number or email address].

Sincerely,  
[Your Name]