

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to inquire about the production of VHS tapes for a project I am currently working on.

I am interested in understanding the following:

1. Minimum order quantity for VHS tape production
2. Pricing structure for different quantities
3. Turnaround time for production and delivery
4. File format and specifications required for submission
5. Any additional services you may offer, such as packaging or labeling

I would greatly appreciate any brochures or additional information you can provide regarding your services. If possible, I would like to schedule a call to discuss this further.

Thank you for your time and assistance. I look forward to your prompt response.

Sincerely,

[Your Name]