

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to place an order for VHS tapes from your catalog. Please find the details of my order below:

****Order Details:****

1. Title: [Title of the VHS Tape 1]

Quantity: [Quantity]

Price: [Price]

2. Title: [Title of the VHS Tape 2]

Quantity: [Quantity]

Price: [Price]

[Continue listing additional titles as necessary]

****Total Amount Due:**** [Total Price]

I would appreciate it if you could confirm the availability of these VHS tapes and provide any additional information regarding shipping costs and estimated delivery time.

Please send the order to the address listed above. I have enclosed a [check/cash/credit card information] for the total amount. If payment is not included, please let me know how to proceed with the payment process. Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]