

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Date]

[Recipient Name]
[Recipient Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally acknowledge the receipt of the VHS tape titled "[Title of VHS Tape]" which was sent to me on [Date of Receipt].

I appreciate your thoughtfulness in sharing this with me, and I look forward to watching it. Should you need any information or insights regarding the contents, feel free to reach out.

Thank you once again for your kindness.

Sincerely,
[Your Name]