

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

Dear [Recipient's Name],

I am writing to submit my work for consideration in [insert purpose, e.g., a screening, competition, etc.]. Enclosed, please find my VHS tape titled "[Title of Your Work]."

This project explores [briefly describe the concept or theme of your work]. I believe it aligns well with [mention how it fits the recipient's focus or past works].

I would be thrilled if you could take the time to review it, and I am open to any feedback you may have. Thank you for considering my submission.

Sincerely,  
[Your Name]