

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I wanted to reach out to you regarding the VHS tape that we discussed previously.

[Insert specific details about the VHS tape, such as its content, significance, or any relevant information.]

Please let me know if you would like to arrange a time to watch it together or if you have any questions about it.

Thank you, and I look forward to hearing from you soon.

Best regards,

[Your Name]