

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inquire about your VHS tape rental services. I am interested in renting the following titles:

1. [Title 1]
2. [Title 2]
3. [Title 3]

Could you please provide me with information regarding the rental process, availability, and any applicable fees? Additionally, I would appreciate details on the rental duration and return policy.

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

Sincerely,  
[Your Name]