

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a VHS tape of [specific title or content] that I believe your organization has in its collection.

I am particularly interested in this tape for [briefly explain the purpose or significance, if applicable]. If possible, I would greatly appreciate any details regarding its availability and the process for obtaining a copy.

Please let me know if there are any forms or fees that I need to complete as part of this request. I look forward to your positive response.

Thank you for your assistance.

Sincerely,
[Your Name]