

[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, [Your Name], hereby authorize [Authorized Person's Name] to act on my behalf regarding the VHS recording of [Description of the Recording or Event, e.g., "the family reunion held on June 15, 2023"].

This authorization includes the right to collect, copy, and utilize the VHS recording for personal use.

Please provide [Authorized Person's Name] with any necessary assistance in fulfilling this request.

Thank you for your attention to this matter.

Sincerely,

[Your Signature]  
[Your Printed Name]