

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

Dear [Recipient's Name],

I am writing to seek your approval for the VHS recording of [specific event, performance, or project], which took place on [date]. This recording is intended for [purpose of the recording, e.g., archival, educational, promotional use].

The recording will be utilized in accordance with [any relevant policies or guidelines], and I assure you that it will be handled with care and respect.

Please let me know if you require any additional information or if there are specific forms or processes I should follow to obtain your approval. Thank you for considering my request. I look forward to your favorable response.

Sincerely,

[Your Name]
[Your Position, if applicable]