

[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 am writing to inform you about our upcoming plans to record content on VHS. As part of this project, we will be capturing [brief description of the content or event, e.g., family gatherings, special events, etc.] to preserve these moments for future viewing.

The recordings are scheduled to take place on [date(s)] at [location]. We envision this being a fun and memorable experience for everyone involved. If you have any questions or concerns, or if you would like to participate, please feel free to reach out.

Thank you for your attention, and I look forward to your response.

Best regards,

[Your Name]
[Your Phone Number]