

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

Dear [Recipient's Name],

I am writing to express my intent to pursue videotaping your event/program on VHS format. As a passionate [your profession/interest], I believe that capturing this moment will not only preserve its essence but also share it with a wider audience.

The primary objective of this videotaping will be to [briefly state your purpose, e.g., document the event, create promotional content, etc.]. I aim to ensure that the final product reflects the quality and significance of the occasion.

I would appreciate the opportunity to discuss this further and outline any details or requirements you may have concerning the videotaping. Please feel free to reach me at [your phone number] or [your email address].

Thank you for considering my proposal. I look forward to the possibility of collaborating with you.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Your Organization, if applicable]