

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request permission to obtain VHS recording rights for [specific title or program] for [purpose, e.g., educational use, personal collection, etc.].

[Briefly explain the reason for your request and how you intend to use the recording. Mention any specific details about why this title is significant to you or your project.]

I understand the importance of intellectual property rights and assure you that the recording will be used solely for [explain the intended use, e.g., nonprofit purposes, classroom instruction, etc.].

Please let me know if there are any forms or additional information needed to process this request. I look forward to hearing from you soon.

Thank you for considering my request.

Sincerely,

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