

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to seek your permission to share content from your VHS collection for [specific purpose - e.g., educational, archival, personal use].

The materials in question include [brief description of the VHS content, e.g., specific titles, themes, or events]. I believe that sharing this content would greatly benefit [explain the benefits, e.g., a community project, a documentary, etc.].

Rest assured, I will ensure that all credit is given to you, and any use of the materials will be discussed and agreed upon beforehand.

Thank you for considering my request. I would be grateful for your positive response and am happy to discuss further details at your convenience.

Warm regards,

[Your Name]