

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inquire about the availability of VHS recordings of [specific title or event] that took place on [specific date or time period].

I am particularly interested in [briefly explain your purpose, e.g., for personal use, research, educational purposes, etc.]. If you have any information regarding the availability of these recordings, including pricing and how to obtain them, I would greatly appreciate it.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,
[Your Name]