

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request permission to tape a VHS recording of [specific event or program] scheduled for [date and time] at [location].

The purpose of this taping is to [explain the reason for recording, e.g., personal use, educational purposes, etc.]. I assure you that the recording will solely be used for [clarify usage] and will not be distributed without your prior consent.

Please let me know if you require any additional information or if there are specific guidelines I need to follow. I look forward to your positive response.

Thank you for considering my request.

Sincerely,

[Your Name]