

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

[Recipient's Name]
[Recipient's Position]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request the release of our upcoming VHS videotape titled "[Title of the Videotape]" for distribution. We have completed production and are keen to move forward with the release strategy to reach our target audience effectively.

[Brief description of the content and purpose of the videotape.]

We would like to request your approval for the following:

1. Release date: [Proposed release date]
2. Target distribution channels: [List of channels or platforms]
3. Marketing strategies planned: [Brief outline of marketing plan]

Please let us know if you require any additional information or documentation to facilitate this process. We are excited to share this project and believe it will resonate well with the viewers.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Company Name]