

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

[Recipient's Name]  
[Recipient's Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: VHS Recording Agreement

I hope this letter finds you well. This agreement outlines the terms and conditions regarding the VHS recording of [describe the content, e.g., a performance, event, etc.], to be held on [date of the event].

1. **\*\*Parties Involved\*\***

This agreement is between [Your Name/Your Company Name] and [Recipient's Name/Their Company Name].

2. **\*\*Scope of Recording\*\***

The recording will include [detailed description of what will be recorded] and will be conducted at [location].

3. **\*\*Permissions\*\***

The undersigned grant permission for the recording and reproduction of the content as described above.

4. **\*\*Distribution and Usage\*\***

The recorded material may be used for [state the purpose, e.g., personal use, promotional use, etc.].

5. **\*\*Compensation\*\***

[State any agreed compensation or terms of payment related to the recording].

6. **\*\*Termination\*\***

Either party may terminate this agreement with [specify notice period, e.g., 30 days] written notice.

7. **\*\*Governing Law\*\***

This agreement shall be governed by the laws of [State].

Please sign below to indicate your acceptance of the terms outlined in this letter.

Sincerely,

[Your Signature]  
[Your Printed Name]

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[Recipient's Signature]  
[Recipient's Printed Name]  
[Date]

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This template may need customization to meet specific requirements or legal standards.