

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

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to inform you that a VHS recording will be made during [event name] scheduled for [date] at [location]. The recording will be used for [specific purpose, e.g., documentation, educational use, etc.].

Please be aware that by attending this event, you may be captured on video. If you have any concerns regarding this recording, or if you would prefer not to be recorded, please do not hesitate to reach out to me before the event.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]
[Your Contact Information]