

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

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

Subject: VHS Recording Permission

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to seek your permission to record [specific event, performance, or content] on VHS format scheduled for [date and time] at [location].

The purpose of this recording is [explain purpose, e.g., personal use, educational, etc.]. I assure you that the recording will be handled respectfully and will not be distributed without your explicit consent. Please let me know if you have any concerns or require any additional information. I appreciate your consideration and look forward to your favorable response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]