

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

Dear [Recipient's Name],

I am writing to request a copy of a VHS recording from [specific event or program name] that took place on [date of the event]. I am particularly interested in obtaining this recording for [reason for request, e.g., personal memories, research, etc.].

Please let me know if there are any forms I need to complete or fees that I need to pay to obtain this recording. Additionally, I would appreciate any information on how long the process typically takes.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,
[Your Name]