

[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 Video Recording Notification

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inform you that I will be recording our meeting/event on VHS for documentation purposes. The details are as follows:

****Date of Recording:**** [Insert Date]

****Time of Recording:**** [Insert Time]

****Location:**** [Insert Location]

Please let me know if you have any concerns regarding this recording. Your privacy is important, and I will ensure that the footage is used appropriately.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title/Organization] (if applicable)

[Your Signature (if sending a hard copy)]