

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient's Title]
[Company/Store Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my intent to purchase a VHS player from your store, [Company/Store Name]. After researching various options, I believe that your selection and customer service meet my needs.

I am particularly interested in [specific model or features, if applicable], and would appreciate any additional information regarding its availability, pricing, and warranty options. Additionally, I would like to inquire about any ongoing promotions or discounts that could be applicable to my purchase.

Please let me know the next steps in this process and if there are any forms or deposits required to secure my purchase. I look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]