

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

[Recipient Name]  
[Company/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to request accessories for a VHS player that I recently acquired. I am specifically looking for the following items:

1. [List specific item 1]
2. [List specific item 2]
3. [List specific item 3]

I believe these accessories will enhance my experience with the VHS player and allow me to fully utilize its features. If possible, please provide information on availability and pricing.

Thank you for your attention to this request. I look forward to your prompt response.

Sincerely,  
[Your Name]