

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Company/Repair Shop Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inquire about the repair services you offer for VHS players. Recently, my VHS player has been experiencing [briefly describe the issue, e.g., "mechanical problems and difficulty playing tapes"].

Could you please provide me with the following information:

1. Does your shop offer repair services for VHS players?
2. What is the typical turnaround time for repairs?
3. Can you provide an estimate of repair costs?
4. Do you offer a warranty on the repairs?

I appreciate your time and assistance. I look forward to your prompt response.

Thank you.

Sincerely,

[Your Name]