

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Repair Shop Name]
[Repair Shop Address]
[City, State, ZIP Code]

Dear [Repair Shop Name or Technician's Name],
I hope this message finds you well. I am writing to request repair services for my VHS player, which has recently stopped functioning properly.

****Model**:** [Model Number]

****Issue**:** [Brief description of the problem, e.g., "the player is not loading tapes" or "the video quality is poor"]

I would greatly appreciate it if you could provide an estimate for the repair cost and inform me of the expected turnaround time. Additionally, please let me know if there are any troubleshooting steps I can take before bringing the unit in for service.

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

Best regards,

[Your Name]