

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request instructional materials for the VHS player model [insert model number/name] that I recently acquired.

Unfortunately, I did not receive any manuals or guides with the product, and I would greatly appreciate any available resources to help me understand how to properly use and maintain the player.

If you have physical copies or digital formats of the instructional materials, please let me know how I might obtain them. Thank you in advance for your assistance.

Sincerely,
[Your Name]