

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

Dear [Recipient Name],

Subject: VHS Player Malfunction Report

I am writing to formally report a malfunction with my VHS player, model [Model Number], which I purchased on [Purchase Date] from [Store Name].

The issues I have experienced include:

1. [Description of issue #1]
2. [Description of issue #2]
3. [Any other relevant details]

I have attempted the following troubleshooting steps:

1. [Step #1]
2. [Step #2]
3. [Step #3]

Despite these efforts, the VHS player remains nonfunctional. I would appreciate your assistance in addressing this matter and would like to know the next steps regarding repair, replacement, or refund.

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

Sincerely,

[Your Name]