

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

[Recipient's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the availability and pricing of your VHS players. As a collector of vintage electronics, I am particularly interested in models that are still in good working condition.

Could you please provide me with the following information:

1. Availability of VHS players in stock
2. Pricing for each model
3. Shipping options and costs
4. Warranty and return policies

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

Sincerely,

[Your Name]