

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

Dear [Service Center Manager's Name],

I am writing to request service for my VHS player, which has recently stopped functioning properly. The model number is [Model Number], and I purchased it on [Purchase Date].

The issues I am experiencing include:

- [Briefly describe the first issue]
- [Briefly describe any other issues]

I would appreciate it if you could provide me with information regarding the repair process, including any estimated costs and the turnaround time. Please let me know if you require any additional information.

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

Sincerely,
[Your Name]