

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Customer Service Department

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service Team,

I hope this letter finds you well. I am writing to inquire about the user manual for the VHS player model [Model Number]. I recently purchased this device and would like to obtain a copy of the user manual to better understand its features and functionality.

If the manual is available in digital format, I would appreciate it if you could send it to my email address mentioned above. If not, please let me know how I can obtain a physical copy.

Thank you for your assistance.

Sincerely,

[Your Name]