

[Your Name]  
[Your Title/Position]  
[Your Company/Organization Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

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

Dear [Recipient's Name],

We are excited to announce the upcoming release of [Title of the Film/Show] on VHS! Mark your calendars for [Release Date], as this highly anticipated release will be available at [Specify Retailers/Platforms or "stores near you"].

[Brief description of the film/show, its significance, and any special features included in the VHS release.]

Don't miss the chance to own a piece of [mention any nostalgic value or unique elements related to the VHS format]! Pre-orders will be available starting [Pre-order Start Date].

Thank you for your continued support. We hope you enjoy this timeless classic in its vintage format!

Warm regards,

[Your Name]  
[Your Title/Position]  
[Your Company/Organization Name]  
[Website URL (if applicable)]