

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

Dear [Recipient Name],

[Opening Paragraph: Introduce yourself and your company/organization. State the purpose of your letter regarding VHS distribution.]

[Body Paragraphs: Provide details about the VHS distribution, including any relevant information about the content, target audience, and potential benefits. Highlight any unique selling points or opportunities for collaboration.]

[Closing Paragraph: Thank the recipient for their consideration. Invite them to reach out for further discussion or clarification.]

Sincerely,

[Your Name]
[Your Title]
[Your Company/Organization]