

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request documentation regarding the VHS player model [Model Number/Name] that I recently purchased/encountered.

Specifically, I am interested in obtaining the following information:

1. User manual and operating instructions
2. Troubleshooting guidelines
3. Warranty and service information
4. Any additional resources or materials related to the product

If available, please send the documents to the address listed above or provide a downloadable link via email.

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

Sincerely,

[Your Name]