

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your support in donating a VHS player to [Your Organization/Project Name]. As we strive to [briefly explain the purpose of your organization or project], having access to a VHS player will be instrumental in [explain how the VHS player will be used, e.g., preserving historical footage, enhancing educational programs, etc.].

Our organization is dedicated to [briefly describe the mission or vision of your organization]. We believe that preserving and sharing media from the past is vital to [explain the importance of your cause]. A working VHS player would greatly aid us in our efforts to [provide specific examples of how it will benefit your organization].

If you are able to assist us with this donation, we would be extremely grateful. We are also happy to arrange for pick-up if that would be more convenient for you.

Thank you for considering our request. I look forward to your positive response.

Warm regards,

[Your Name]  
[Your Position/Title]  
[Your Organization Name]