

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

Dear [Repair Shop Owner/Technician's Name],

I am writing to request a repair for my VHS player, which has been experiencing [briefly describe the issue, e.g., "problems with playback and distortion in the video"]. The model is [VHS player model] and it was purchased in [year of purchase].

I believe the issue may be due to [mention any troubleshooting steps you've taken, if applicable, e.g., "the tape mechanism seems to be stuck"].

Please let me know the process for bringing in my VHS player for evaluation and repair. I would appreciate any advice on potential costs and estimated turnaround time.

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

Sincerely,
[Your Name]