

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

[Date]  
[Service Center Name]  
[Service Center Address]  
[City, State, Zip Code]

Dear [Service Center Manager's Name],

Subject: Request for VHS Player Repair Service

I am writing to request service for my VHS player, which has been experiencing issues recently. The model number is [Model Number], and it was purchased on [Purchase Date].

The primary issue I am facing is [describe the problem, e.g., the player is not powering on, it is producing poor video quality, etc.]. This issue has been persistent since [mention when the issue started].

I kindly request a thorough evaluation and repair of my VHS player.

Please let me know the next steps in the process, including any necessary forms to complete and whether I need to drop off the unit in person or if you offer pick-up services.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]