

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

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

Dear [Recipient's Name],

Subject: VHS Player Troubleshooting Guide Request

I hope this letter finds you well. I am writing to request assistance with my VHS player, which has been experiencing several issues. Below are the details regarding the problems I am facing and any troubleshooting steps I have already attempted:

****Model:**** [Insert Model Number]

****Purchase Date:**** [Insert Purchase Date]

****Issues Encountered:****

1. [Description of Issue 1]
2. [Description of Issue 2]
3. [Description of Issue 3]

****Troubleshooting Steps Attempted:****

1. [Step 1]
2. [Step 2]
3. [Step 3]

I would appreciate any guidance or a troubleshooting guide you may have available for resolving these issues. If necessary, I am open to bringing the player into your store for further evaluation.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]