

[Your Name]
[Your Title]
[Your Company/Organization]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Recipient Company/Organization]
[Recipient Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request a copy of the VHS recording related to [specific event, program, or content], dated [specific date or time period], for [reason for the request, e.g., archival purposes, research, personal need].

We believe that this recording will be valuable for [explain how the recording will be used, e.g., educational purposes, a presentation, a project], and we would greatly appreciate your assistance in providing this material.

If there are any associated costs or procedures needed to obtain this VHS recording, please let me know, and I will be happy to comply. You can reach me at [your phone number] or [your email address] if you require any additional information.

Thank you for your attention to this matter. I look forward to hearing from you soon.

Sincerely,

[Your Name]
[Your Title]
[Your Company/Organization]