

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]
Dear [Recipient's Name],
[Introduction: Briefly introduce yourself and the purpose of the letter.]
[Body Paragraph 1: Explain the importance of VHS cataloging and your
interest in the topic.]
[Body Paragraph 2: Provide specifics about the VHS tapes you would like
to catalog, including any relevant details such as titles, years, and
conditions.]
[Body Paragraph 3: Mention any previous cataloging experiences or
relevant skills that support your request.]
[Conclusion: Summarize your request and express your hope for a positive
response.]
Thank you for your time and consideration. I look forward to your reply.
Sincerely,
[Your Name]