

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

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

Dear [Recipient's Name],

I hope this letter finds you well. Below is the track listing for the VHS tape titled "[Title of VHS Tape]":

1. [Track 1 Title]

Duration: [Duration of Track 1]

Description: [Brief description of Track 1]

2. [Track 2 Title]

Duration: [Duration of Track 2]

Description: [Brief description of Track 2]

3. [Track 3 Title]

Duration: [Duration of Track 3]

Description: [Brief description of Track 3]

[Continue the list as necessary]

Thank you for your attention. Please let me know if you have any questions or need further information.

Sincerely,

[Your Name]