

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

[Recipient's Name]  
[Recipient's Position]  
[Organization/Company Name]  
[Organization Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to you regarding an exciting project that aims to preserve and enhance the value of vintage media formats, particularly VHS tapes.

[Brief introduction about the VHS project, its significance, and goals.]

As part of this initiative, we are seeking to collaborate with [Recipient's Organization/Company Name] to [specific request or proposal related to the project]. We believe that your expertise in [specific area] would greatly contribute to the success of this project.

[Details about how their involvement can make a difference, and any potential benefits for them.]

We would appreciate the opportunity to further discuss this project with you and explore how we can work together. Please feel free to contact me at your earliest convenience to arrange a meeting.

Thank you for considering this unique opportunity to join us in preserving a part of our cultural heritage.

Warm regards,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position/Title] (if applicable)  
[Your Organization/Company Name] (if applicable)