

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

[Recipient Name]
[Recipient Title/Position]
[Organization/Institution Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request the archiving of specific VHS recordings that hold significant historical and cultural value.

Title of Recording: [Insert Title]

Date of Recording: [Insert Date]

Length of Recording: [Insert Length]

Description:

[Provide a brief description of the content and its importance.]

I believe that preserving these recordings will contribute to our understanding of [Insert relevant topic or field]. Please let me know if you require any further information regarding this request.

Thank you for considering this archival proposal. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]