

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

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

Dear [Recipient's Name],

Subject: Documentation for VHS Tape Collection

I am writing to provide documentation regarding the VHS tape collection [insert specific details about the collection, e.g., title, year, content], which is currently housed at [location or organization].

Overview of Collection:

- Title(s): [List titles]
- Date of Production: [Insert year(s)]
- Format: VHS
- Duration: [Insert total footage or duration]
- Condition: [Describe the physical condition of the tapes]

Purpose of Documentation:

This documentation serves to outline the significance of the collection, its intended use, and any historical or cultural relevance.

[Provide relevant details about the purpose, such as preservation, research, or public access]

Additional Information:

- [Include any specific notes on the provenance of the tapes, if known]
- [Mention any related materials or films, if applicable]
- [Attach any relevant photographs or additional documentation]

Thank you for your attention to this matter. Should you require further information or clarification, please do not hesitate to contact me.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]