

[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],

Subject: Hair Dye Safety Instructions

I am writing to provide important safety instructions for using our hair dye products. Please find the guidelines below to ensure a safe and effective application:

1. **Patch Test**: Before full application, perform a patch test 48 hours prior to use to check for any allergic reactions.
2. **Read All Instructions**: Carefully read all instructions included in the packaging before starting the dyeing process.
3. **Protective Gear**: Always wear gloves and protective clothing to prevent staining and skin irritation.
4. **Ventilation**: Use the dye in a well-ventilated area to avoid inhaling fumes.
5. **Application Tips**: Apply the dye evenly and avoid contact with the scalp as much as possible.
6. **Timing**: Follow the recommended time for the dye to set. Do not exceed this duration.
7. **Rinsing**: Rinse thoroughly with lukewarm water until the water runs clear, and follow up with conditioner.

In case of any contact with eyes, rinse immediately with water and seek medical attention if irritation persists.

Thank you for your attention to these safety guidelines. We are committed to ensuring the best and safest experience with our products.

Sincerely,

[Your Name]
[Your Title]
[Company/Organization Name]