

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

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

Dear [Recipient Name],

Subject: Instructions for Using the YQR Code

I hope this letter finds you well.

Please find below the instructions for using the YQR code effectively:

1. **\*\*Scanning the YQR Code\*\***:

- Use a smartphone or a device with a camera.
- Ensure you have a QR code scanning app installed, or use the camera if your device supports direct scanning.
- Point your camera at the QR code until it is recognized.

2. **\*\*Accessing the Content\*\***:

- Follow the link that appears on your screen after scanning the code.
- Wait a moment for the webpage or content to load.

3. **\*\*Troubleshooting\*\***:

- If the code is not scanning, ensure that it is printed clearly and that there are no obstructions.
- Try adjusting the distance between your device and the code for better recognition.

We encourage you to reach out if you have any questions or need further assistance regarding the YQR code.

Thank you for your attention.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company/Organization Name]