

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: VHS Player Compliance Notification

Dear [Recipient Name],

We are writing to inform you about important compliance requirements regarding your VHS player. As a valued customer, it is our responsibility to ensure that you are aware of the necessary steps to keep your device compliant with current regulations.

1. **Product Information**

- Model: [Model Number]
- Serial Number: [Serial Number]

2. **Compliance Requirements**

- [Detail any necessary compliance guidelines or regulations applicable to the VHS player.]

3. **Action Required**

- [Outline specific actions the recipient must take to ensure compliance, including deadlines if applicable.]

4. **Support and Assistance**

- If you have any questions or need assistance, please contact our customer service team at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]