

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, ZIP Code]

Dear [Recipient Name],

Subject: VHS Player Maintenance Schedule

We hope this message finds you well. As part of our commitment to providing you with the highest quality service, we are implementing a regular maintenance schedule for your VHS player. Please find the proposed maintenance timeline below:

****Maintenance Schedule:****

- ****Initial Inspection:**** [Date]
- ****Cleaning and Calibration:**** [Date]
- ****Performance Review:**** [Date]
- ****Follow-up Check:**** [Date]

****Maintenance Services Included:****

- Cleaning of playback heads
- Check and adjust tracking
- Lubrication of mechanical parts
- Testing of output quality

Please confirm your availability for the scheduled dates or suggest alternative dates that may work better for you. Our maintenance team is fully equipped to ensure your VHS player remains in optimal working condition.

We appreciate your attention to this matter and look forward to your response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]

[Company Website] (if applicable)