

[Your Company Letterhead]

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Dear [Customer Name],

Subject: Safety Instructions for Your VHS Player

Thank you for purchasing your new VHS player from [Your Company Name]. To ensure safe operation and longevity of your device, please follow the instructions outlined below:

1. **Placement**:

- Place the VHS player on a stable, flat surface.
- Ensure there is adequate ventilation around the player to prevent overheating.

2. **Power Supply**:

- Only use the power cord provided with the VHS player.
- Avoid using extension cords or adapters that are not recommended by the manufacturer.

3. **Connection**:

- Ensure all connections, including video and audio cables, are securely attached.
- Do not connect the player to damaged outlets.

4. **Usage**:

- Turn off the player before inserting or removing a tape.
- Do not attempt to open the player's casing; this may void the warranty.

5. **Cleaning**:

- Clean the exterior of the player with a soft, dry cloth.
- Use a VHS cleaning tape periodically to maintain optimal performance.

6. **Troubleshooting**:

- If the player does not function properly, refer to the troubleshooting section of the manual.
- Do not attempt to repair the player yourself; contact customer support for assistance.

For further assistance or questions, please reach out to our customer service at [Customer Service Phone Number] or [Customer Service Email Address].

Thank you for your attention to these safety instructions. We hope you enjoy your VHS player!

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Contact Information]