

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

[Customer Name]  
[Customer Address]  
[City, State, ZIP Code]

Dear [Customer Name],

Thank you for purchasing the [Model Name] VHS Player from [Your Company Name]. We appreciate your business and are excited to help you get started with your new device.

Please find below important information and instructions to ensure you have a seamless experience using your VHS player.

**\*\*1. Unboxing and Setup\*\***

- Carefully remove the VHS player from the box.
- Check for included items: [List items such as remote control, user manual, cables].
- Place the VHS player on a flat, stable surface away from heat sources.

**\*\*2. Connecting Your VHS Player\*\***

- Connect the power cord to an electrical outlet.
- Use the provided AV cables to connect to your television (refer to the diagram below).
- Ensure that the TV is set to the correct input/source for viewing.

**\*\*3. Operating Instructions\*\***

- To insert a VHS tape, gently push the tape into the slot until it is fully inserted.
- To eject, press the "Eject" button on the remote or the player.
- Use the play, pause, fast-forward, and rewind buttons as needed.

**\*\*4. Maintenance Tips\*\***

- Regularly clean the VHS player using a soft, dry cloth.
- Avoid exposing the unit to moisture and extreme temperatures.

**\*\*5. Customer Support\*\***

If you have any questions or require assistance, please contact our customer support at [Customer Support Phone Number] or [Customer Support Email]. Our team is available [Support Hours].

We hope you enjoy your new VHS player! Thank you for choosing [Your Company Name].

Sincerely,  
[Your Name]  
[Your Title]  
[Your Company Name]