

[Your Name]  
[Your Title/Position]  
[Your Organization/Company]  
[Date]  
[Recipient Name]  
[Recipient Title/Position]  
[Recipient Organization/Company]

Dear [Recipient Name],

Subject: Instructional Guide for VHS Labeling

I hope this message finds you well. The purpose of this letter is to provide you with a clear set of instructions for labeling VHS tapes to ensure proper organization and easy access.

**\*\*Materials Required:\*\***

1. VHS Tapes
2. Label Maker or Blank Labels
3. Permanent Marker (if needed)
4. [Any other materials you deem necessary]

**\*\*Instructions:\*\***

1. **\*\*Preparation\*\***
  - a. Gather all VHS tapes that require labeling.
  - b. Ensure you have a clean workspace with all materials handy.
2. **\*\*Choosing the Label\*\***
  - a. Decide whether to use a label maker or blank labels.
  - b. If using a label maker, choose a template that includes the essential information.
3. **\*\*Information to Include\*\***
  - a. Title of the Video
  - b. Date of Recording
  - c. Any pertinent notes (e.g., special features, contents)
4. **\*\*Labeling Process\*\***
  - a. For label makers: Input the information and print the label.
  - b. For blank labels: Write the information clearly using a permanent marker.
5. **\*\*Placement of the Label\*\***
  - a. Affix the label on the spine of the VHS tape for easy visibility.
  - b. Ensure the label is straight and securely attached.
6. **\*\*Final Check\*\***
  - a. Review each labeled tape for accuracy.
  - b. Store the tapes in an organized manner according to your desired system (alphabetical, chronological, etc.).

Thank you for your attention to this task. Proper labeling will enhance our organization and accessibility of the VHS tapes. Please feel free to reach out if you have any questions or need further clarification.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Name]  
[Your Contact Information]  
[Your Organization/Company]