

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

[Recipient's Name]  
[Recipient's Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: VHS Tape Instructions

I hope this letter finds you well. Below are the instructions for using the VHS tape:

1. **\*\*Insert the Tape\*\***
  - Locate your VCR and ensure it is plugged in.
  - Open the VCR door and insert the VHS tape with the label facing up.
2. **\*\*Power On the VCR\*\***
  - Turn on the VCR using the power button.
3. **\*\*Select Input Source\*\***
  - If necessary, use the remote or buttons to select the appropriate input source (usually "VCR" or "Video").
4. **\*\*Play the Tape\*\***
  - Press the "Play" button on the VCR or remote to begin playback.
5. **\*\*Adjust Settings\*\***
  - Use the "Rewind," "Fast Forward," and "Stop" buttons as needed to control playback.
6. **\*\*Eject the Tape\*\***
  - Once finished, press the "Eject" button to remove the tape safely.

If you have any questions, feel free to reach out.

Best regards,

[Your Signature (if sending a hard copy)]

[Your Typed Name]

[Your Contact Information]