

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

[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company/Organization Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: VNC Server User Guidelines

We are pleased to provide you with the user guidelines for the Virtual Network Computing (VNC) server. This document aims to assist you in accessing and utilizing the VNC server efficiently and securely.

**\*\*1. Getting Started\*\***

- Download and install the VNC viewer from [Link/Website].
- Launch the VNC viewer application and enter the server address:

[Server Address].

**\*\*2. Authentication\*\***

- Use the provided username: [Username].
- Enter your password: [Password].

**\*\*3. Connection Settings\*\***

- Adjust the display settings as needed.
- Enable encryption if available.

**\*\*4. Best Practices\*\***

- Always log out after your session.
- Do not share your login credentials.
- Regularly update your password.

**\*\*5. Troubleshooting\*\***

- If you encounter connection issues, check your network status.
- Ensure that the VNC server is running.
- Contact IT Support at [IT Support Contact Information] for further assistance.

Please refer to our detailed guidelines document attached or visit [Link/Website] for more information. If you have any questions, feel free to reach out.

Thank you for your attention, and we hope you find the VNC server to be a valuable resource.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]