

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the specifications of your DVD player model [Model Number]. I am considering purchasing this model and would appreciate more detailed information. Specifically, I would like to know the following:

1. Video and audio output formats supported
2. Supported disc formats (e.g., DVD, CD, Blu-ray)
3. Additional features (e.g., HDMI output, USB compatibility)
4. Dimensions and weight of the unit
5. Warranty and customer support information

Thank you for your assistance. I look forward to your prompt response.

Sincerely,
[Your Name]