

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to request additional accessories for my DVD player model [Model Number], which I purchased on [Purchase Date].

Specifically, I am looking for the following items:

1. [Accessory 1]
2. [Accessory 2]
3. [Accessory 3]

I would appreciate any information you can provide regarding availability, pricing, and shipping options for these accessories. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]