

[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 request the operating instructions for the DVD player model [Model Number] that I recently purchased.

I would greatly appreciate it if you could provide me with a copy of the user manual or any relevant information regarding its operation, setup, and troubleshooting.

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

Sincerely,
[Your Name]