

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

[Service Provider's Name]  
[Service Provider's Address]  
[City, State, Zip Code]

Dear [Service Provider's Name],

I hope this letter finds you well. I am writing to request service for my DVD player, which has been experiencing some issues.

[Describe the issue you are facing with the DVD player, such as it not turning on, skipping, or displaying error messages.]

I would appreciate your guidance on how we can resolve this matter.

Please let me know if I should bring the device in for a repair, or if there are troubleshooting steps I can attempt at home.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,  
[Your Name]