

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to return the DVD titled "[DVD Title]" that I borrowed from [Company/Library Name] on [Borrow Date].

I thoroughly enjoyed watching it and appreciate the opportunity to access such great content. I have taken care to keep it in good condition and have included it with this letter for your records.

Thank you for providing such a wonderful selection of DVDs. I look forward to borrowing from you again soon.

Best regards,

[Your Name]