

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

Dear [Customer Service/Specific Name],

I am writing to formally request the cancellation of my recent DVD return request for the order number [Order Number], which was placed on [Order Date].

Due to [reason for cancellation], I would like to proceed with keeping the DVD instead of returning it.

Please confirm the cancellation of my return request at your earliest convenience. Thank you for your attention to this matter.

Sincerely,
[Your Name]