

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to return a DVD on behalf of [Person's Name], who is unable to do so themselves.

Details of the DVD are as follows:

- Title: [DVD Title]
- Borrower's Name: [Person's Name]
- Due Date: [Due Date]

Please let me know if there are any further steps I need to take regarding this return. Thank you for your assistance.

Sincerely,
[Your Name]