

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Name of DVD Rental Store]  
[Store Address]  
[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to address the late fees incurred for DVDs I rented on [rental date] and returned on [return date].

I understand that the rental agreement specifies a return policy, and I sincerely apologize for the delay in returning the DVDs. Due to [brief explanation of circumstances, e.g., unforeseen circumstances, illness, etc.], I was unable to return them on time.

I kindly request your consideration in waiving or reducing the late fees associated with this rental. I value your services and appreciate your understanding regarding my situation.

Thank you for your time and consideration. I look forward to your response.

Sincerely,  
[Your Name]