

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

[Recipient's Name]
[Company/Store Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the return of a DVD that I purchased from your store on [Purchase Date], with the order number [Order Number]. Due to [reason for return, e.g., it being defective, not as described, etc.], I would like to initiate the return process.

The details of the DVD are as follows:

- Title: [DVD Title]
- Format: [DVD Format]
- Purchase Date: [Purchase Date]
- Condition: [Specify condition, e.g., unopened, opened, etc.]

I have reviewed your return policy and believe that I am eligible for a full refund/replacement. I have attached a copy of my receipt for your reference.

Please let me know the next steps to return the DVD, and if there are any forms I need to complete or additional information you require.

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

Sincerely,

[Your Name]