

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally express my intent to return the DVD titled "[DVD Title]" that I borrowed on [Borrow Date]. I understand that the due date for this item is [Due Date], and I will ensure it is returned by that date.

Thank you for your assistance. Please let me know if there are any specific return procedures I should follow.

Sincerely,

[Your Name]
[Your Phone Number]