

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request the return of a DVD that I recently rented from your store. The title of the DVD is "[DVD Title]," and I rented it on [Rental Date].

Unfortunately, I encountered an issue with the DVD that prevents me from enjoying it as intended. [Briefly explain the issue, e.g., it was scratched, not functioning correctly, etc.].

I would greatly appreciate your guidance on how to proceed with the return process. If possible, I would also like to inquire about receiving a replacement or credit for the rental fee.

Thank you for your attention to this matter. I look forward to hearing from you soon.

Warm regards,

[Your Name]