

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

Dear [Librarian's Name or Library Staff],

I am writing to inquire about the possibility of replacing a DVD that I recently borrowed from your library. The DVD in question, titled "[DVD Title]," was unfortunately damaged during my possession, and I am deeply regretful about this incident.

I understand the importance of maintaining the library's collection and would like to offer to replace the DVD with a new copy. Please let me know the necessary steps to proceed with this replacement, including any specific editions or titles that may be preferred.

Thank you for your understanding, and I apologize for any inconvenience this may have caused. I look forward to your prompt response.

Sincerely,

[Your Name]
[Library Card Number (if applicable)]