

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

Dear [Library/Store Staff/Manager's Name],  
I hope this message finds you well. I am writing to inform you that I have unfortunately lost the DVD titled "[DVD Title]" (Catalog Number: [Catalog Number]) that I rented from your [library/store] on [Date of Rental].

I understand the importance of returning borrowed items and sincerely apologize for the inconvenience this has caused. To rectify the situation, I am willing to replace the lost DVD. Please let me know the process for obtaining a replacement or if there are any specific fees involved.

Thank you for your understanding and assistance. I look forward to resolving this matter promptly.

Sincerely,  
[Your Name]

[Your Library Card Number or Customer ID, if applicable]