

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

[Rental Service Name]
[Rental Service Address]
[City, State, ZIP Code]

Subject: DVD Replacement Request

Dear [Rental Service Customer Service/Specific Name],
I hope this message finds you well. I am writing to request a replacement for a DVD I rented from your service, which has unfortunately been damaged/lost.

****Details of the Rental:****

- Title of DVD: [DVD Title]
- Rental Agreement Number: [Rental Agreement Number]
- Rental Date: [Rental Date]

The reason for the replacement request is [describe the damage/loss briefly].

I understand that I may be responsible for the replacement fee, and I am willing to comply with your guidelines regarding this issue. Please let me know the next steps to proceed with the replacement process.

Thank you for your assistance.

Sincerely,
[Your Name]