

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[DVD Rental/Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Customer Service/Specific Person's Name],

Subject: Request for DVD Replacement

I hope this message finds you well. I am writing to request a replacement for a DVD that I rented/purchased from your [store/website] on [date of rental/purchase].

Details of the DVD are as follows:

- Title: [DVD Title]
- Order/Rental Number: [Order/Rental Number]
- Reason for Replacement: [Brief explanation of the issue, e.g., DVD was scratched, does not play, etc.]

I would appreciate your assistance in processing this replacement. I have attached any relevant documentation, such as a receipt or confirmation email, for your reference.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]