

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request replacement materials for a DVD that was [briefly explain the issue, e.g., defective, damaged, lost].

The details of the DVD are as follows:

- Title: [DVD Title]
- Order Number: [Order Number]
- Purchase Date: [Purchase Date]

Due to [reason for the request, e.g., defect, damage, etc.], I am unable to utilize the DVD, and I would greatly appreciate it if you could send a replacement at your earliest convenience.

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

Sincerely,
[Your Name]