

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to request a replacement for my DVD titled "[DVD Title]," which I purchased on [purchase date].

Unfortunately, [briefly explain the issue, e.g., it has become unplayable, it is scratched, etc.].

I have attached a copy of my receipt for your reference. I would appreciate your assistance in processing the replacement at your earliest convenience.

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

Sincerely,
[Your Name]