

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Approval of DVD Format

We are pleased to inform you that your submission for the DVD format titled "[Title of DVD]" has been reviewed and approved. This approval is effective as of [Approval Date].

The following specifications were considered during the review process:

- Format: [Specify format details]
- Region Code: [Specify region]
- Aspect Ratio: [Specify aspect ratio]
- Audio Format: [Specify audio specifications]
- Additional Features: [List any additional features or content]

Please proceed with the production and distribution as outlined in your proposal. Should there be any changes to the content or format, kindly contact us for re-evaluation.

We appreciate your attention to quality and look forward to your continued partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]