

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

Dear [Recipient Name],

I hope this message finds you well. My name is [Your Name], and I am a [Your Position/Occupation] at [Your Organization/Publication]. I am writing to kindly request a DVD copy of [Title of the DVD] for review purposes.

As part of our commitment to providing engaging content to our audience, we believe that highlighting [Title of the DVD] will resonate well with our readers/viewers. We plan to [briefly mention how you intend to use the DVD, e.g., review it in an article, feature it in a video, etc.]. Please let us know if you would be able to provide a copy, and if possible, any press materials or additional information related to the DVD would be greatly appreciated.

Thank you for considering our request. I look forward to your positive response.

Warm regards,

[Your Name]
[Your Position]
[Your Organization/Publication]
[Optional: Website or Social Media Links]