

[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 am writing to submit my DVD formatted project titled "[Project Title]" for your consideration. Enclosed, you will find the DVD along with any necessary materials, such as [list any additional materials like a synopsis, cover letter, etc.].

The project explores [briefly describe the content/themes of your project], and I believe it aligns well with your [mention any specific goals or interests of the recipient's company/organization].

I appreciate your time and consideration and hope to hear from you regarding this submission.

Thank you.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Your Company/Organization, if applicable]