

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

Dear [Recipient's Name],

I hope this letter finds you well. I am reaching out to discuss the potential licensing of [Title of the DVD] for our upcoming project, [Your Project Name]. We believe that this title aligns perfectly with our objectives and audience.

We are interested in exploring a licensing agreement that would allow us to include [specific details about the desired usage, e.g., distribution, duration, territory]. We understand the importance of fair compensation and are open to negotiating terms that reflect the value of your intellectual property.

Could we schedule a meeting to discuss this in further detail? We are keen to understand your licensing terms and explore how we can collaborate effectively.

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

Sincerely,

[Your Name]  
[Your Title]  
[Your Company/Organization]