

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Repair Shop's Name]
[Shop's Address]
[City, State, ZIP Code]

Dear [Repair Shop's Name/Technician's Name],

Subject: DVD Player Repair Request

I hope this message finds you well. I am writing to request repair services for my DVD player, which has been experiencing [describe the issue, e.g., "intermittent playback problems" or "not powering on"].

Details of the DVD Player:

- Brand: [Brand Name]
- Model: [Model Number]
- Serial Number: [Serial Number]

I have attempted the following troubleshooting steps:

1. [List any steps you've taken, e.g., "checked the power supply"]
2. [Another step, e.g., "cleaned the disc and lens"]

Unfortunately, these measures did not resolve the issue. I would appreciate an estimate of the repair costs and the expected turnaround time.

Please let me know if you need any further information or if I should bring the player in for an assessment.

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

Sincerely,

[Your Name]