

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

Dear [Recipient's Name or Customer Service],  
I hope this message finds you well. I am writing to request a replacement part for my DVD player model [Model Number], which I purchased on [Purchase Date]. Unfortunately, [briefly explain the issue with the DVD player and the specific part needed].

The details of the DVD player are as follows:

- Model: [Model Number]
- Serial Number: [Serial Number]
- Purchase Date: [Purchase Date]

I would appreciate your guidance on how to obtain the necessary replacement part. Furthermore, if there are any troubleshooting steps or additional information required, please let me know.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,  
[Your Name]