

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Rental Store Name]
[Store Address]
[City, State, ZIP Code]

Dear [Rental Store Manager's Name],

I am writing to inform you that I have returned the DVD titled "[DVD Title]" which I rented on [Rental Date]. The return was made on [Return Date] and the DVD was placed in the designated drop-off location.

Please confirm receipt of this DVD and let me know if there are any outstanding charges or issues related to my rental.

Thank you for your attention to this matter.

Sincerely,
[Your Name]