

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

Subject: DVD Return Authorization Request

Dear [Customer Service>Returns Department],

I hope this letter finds you well. I am writing to request authorization to return a DVD purchased from your store.

Order Number: [Order Number]

Purchase Date: [Purchase Date]

DVD Title: [DVD Title]

Reason for Return: [Brief Explanation]

Please let me know the procedure for returning the item and any specific instructions I should follow. I would appreciate any return authorization number needed for this process.

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

Sincerely,

[Your Name]