

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

[Recipient Name]
[Store/Library Name]
[Store/Library Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to confirm the return of the DVD titled "[DVD Title]" which I borrowed from [Store/Library Name] on [Borrow Date].

The DVD was returned on [Return Date] and was found to be in good condition. My account number/reference is [Account Number].

Please let me know if you require any further information regarding this transaction.

Thank you for your assistance.

Sincerely,

[Your Name]