

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

Subject: DVD Return Instruction

Dear [Company Name Customer Service/Specific Contact Name],  
I hope this letter finds you well. I am writing to request instructions  
for returning a DVD that I recently rented/purchased from your store.

Below are the details of my order:

- Order Number: [Order Number]
- Title of DVD: [DVD Title]
- Date of Purchase/Rental: [Purchase/Rental Date]
- Reason for Return: [Reason for Return]

I would appreciate your guidance on the following:

1. The procedure for returning the DVD.
2. Any specific packaging requirements.
3. The deadline for returning the item.
4. Any return shipping costs I should be aware of.

Thank you for your assistance. I look forward to your prompt reply with  
the necessary return instructions.

Sincerely,  
[Your Name]