

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

Dear [Recipient's Name or Customer Service Team],
I hope this message finds you well. I am writing to request the return of
a DVD that I rented on [rental date] from [store or online service name].

The details of the DVD are as follows:

Title: [DVD Title]

Rental Order Number: [Order Number]

Rental Period: [Start Date] to [End Date]

Unfortunately, due to [reason for return, e.g., a scratch on the disc, it
did not play correctly, etc.], I am unable to keep the DVD. I would
appreciate your guidance on how to properly return this item and any
steps I need to follow for processing a replacement or refund.

Please let me know if there are any forms or additional information you
require from my side. Thank you for your attention to this matter, and I
look forward to your prompt response.

Best regards,

[Your Name]

[Your Signature (if sending a hard copy)]