

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

[Recipient Name]
[Company Name/Library Name]
[Company/Library Address]
[City, State, ZIP Code]

Dear [Recipient Name],
Subject: DVD Return Notice

I am writing to inform you that I have completed my usage of the rented DVD titled "[DVD Title]" (Rental ID: [Rental ID]) and am planning to return it.

Please let me know if there are any specific instructions for the return process. I want to ensure that it is returned by the due date, which is [Due Date].

Thank you for your attention to this matter.

Sincerely,
[Your Name]