

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

[Recipient's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request the return shipping information for a DVD I purchased from [Company's Name]. The details of the purchase are as follows:

- Order Number: [Order Number]
- DVD Title: [DVD Title]
- Purchase Date: [Purchase Date]

Due to [reason for return], I would like to return the DVD and request guidance on the shipping process. Please provide me with any necessary instructions and return shipping label, if available.

Thank you for your assistance.

Sincerely,  
[Your Name]