

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the return of a DVD that I purchased from your store on [purchase date]. The title of the DVD is "[DVD Title]" and the order number is [order number]. Unfortunately, [briefly explain the reason for the return, e.g., it was defective, the wrong item was sent, etc.]. According to your return policy, I understand that I am eligible for a return under these circumstances.

I have included a copy of my receipt and any additional required documentation for your reference. I would appreciate your guidance on the next steps I should take to complete this return process.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,  
[Your Name]