

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request the return of the DVD titled "[DVD Title]," which was borrowed on [Date of Borrowing].

I would appreciate it if you could return the DVD by [Requested Return Date], as I would like to ensure it is available for further use. If you need more time or have any questions, please feel free to reach out to me.

Thank you for your understanding and cooperation.

Best regards,

[Your Name]