

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]  
[Recipient Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to request a return for a DVD I purchased from your store. The details of the purchase are as follows:

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

Unfortunately, the DVD does not meet my expectations due to [briefly explain reason, e.g., a defect, wrong item, etc.]. I would like to return it and hopefully exchange it for a [desired item/solution, if applicable] or obtain a refund.

Please let me know the next steps I should follow to complete the return process. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]  
[Your Phone Number]