

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally return the DVD titled "[DVD Title]" that I borrowed on [Borrow Date].

I have enjoyed the content and appreciate the opportunity to access it.

The DVD is in its original condition and has been handled with care.

Please let me know if there are any specific instructions or forms needed to complete the return process. I appreciate your assistance in this matter.

Thank you for your attention.

Sincerely,

[Your Name]