

**\*\*Internal Memo\*\***

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**\*\*To:\*\*** QVC Team

**\*\*From:\*\*** [Your Name]

**\*\*Date:\*\*** [Current Date]

**\*\*Subject:\*\*** [Subject of the Memo]

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**\*\*Introduction:\*\***

[Brief introduction to the topic of the memo.]

**\*\*Key Points:\*\***

1. [Key point or update #1]

2. [Key point or update #2]

3. [Key point or update #3]

**\*\*Action Items:\*\***

- [Action item #1 with responsible person and deadline]

- [Action item #2 with responsible person and deadline]

- [Action item #3 with responsible person and deadline]

**\*\*Closing:\*\***

[Concluding remarks or next steps.]

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**\*\*Attachments:\*\***

[List any attachments if applicable]

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**\*\*Thank you,**

[Your Name]

[Your Job Title]\*\*