

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

Dear [Recipient Name],

I hope this message finds you well.

I am writing to formally request approval for [briefly describe the project, product, or initiative]. We believe that this opportunity aligns perfectly with [QVC's mission/values or specific goals] and will provide significant benefits to both parties.

[Briefly outline the details of the proposal, including objectives, expected outcomes, and any relevant data or insights].

We are excited about the potential collaboration and confident that this initiative will resonate with QVC's audience.

Thank you for considering our request. I look forward to your feedback and hope to discuss this opportunity further.

Warm regards,

[Your Name]
[Your Position]
[Your Company]