

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

QVC Customer Service

QVC, Inc.

1200 Wilson Drive

West Chester, PA 19380

Dear QVC Customer Service Team,

I hope this letter finds you well. I am writing to formally request  
[specific request, e.g., a return, exchange, refund, product inquiry].

Order Number: [Your Order Number]

Order Date: [Order Date]

[Provide a brief description of the issue or request and any relevant  
details, including why you are making this request and any actions you  
have previously taken, if applicable.]

I appreciate your assistance in resolving this matter and look forward to  
your prompt response.

Thank you for your attention to this request.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]