

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

Customer Service

QVC

[Company Address]
[City, State, Zip Code]

Dear QVC Customer Service,

Subject: Complaint Regarding [Product/Service]

I hope this letter finds you well. I am writing to formally express my dissatisfaction with [specific product or service] that I purchased on [purchase date] order number [order number].

Firstly, I would like to highlight the issue I encountered, which includes [describe the issue in detail, e.g., product defects, poor customer service, etc.]. This has [explain how it affected you, e.g., caused inconvenience, significant dissatisfaction, etc.].

I have already tried to resolve this issue by [mention any previous attempts to communicate or resolve the problem], but unfortunately, I have not received a satisfactory response.

I would appreciate your attention to this matter and hope to find a resolution that suits both parties. I am requesting [your desired resolution, e.g., a refund, replacement, etc.].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]