

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

Customer Service

QVC

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

Dear QVC Customer Service,

Subject: Complaint Regarding [Specific Issue]

I hope this message finds you well. I am writing to formally address a complaint regarding [briefly describe the issue, e.g., "a recent order I placed on [date]"].

[Provide detailed description of the issue, including any relevant order numbers, dates, and specifics about the problem you encountered.]

Despite my efforts to resolve this matter through [previous actions taken, e.g., "calling customer service" or "emailing"], I have not received a satisfactory resolution. I would appreciate your prompt attention to this issue and a resolution to my concerns.

Thank you for your assistance. I look forward to your response.

Sincerely,

[Your Name]