

[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,

I am writing to formally express my dissatisfaction regarding a recent experience with your service. On [Date of Purchase], I placed an order for [Product Name/Item Number], and I was excited to receive it based on your usual high standards.

Unfortunately, upon receiving the product on [Date Received], I encountered several issues. [Briefly explain the issue--e.g., the item was damaged, not as described, missing parts, etc.]. This experience was disappointing considering my previous positive interactions with QVC.

I have attempted to resolve this by [mention any steps you've taken, e.g., calling customer service, returning the item], but [explain any unsatisfactory outcomes].

I kindly request your assistance in resolving this matter promptly. I would appreciate [state your desired outcome--e.g., a refund, replacement, exchange, etc.].

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

Sincerely,

[Your Name]