

[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: Order Issue Complaint - Order #[Order Number]

I am writing to bring to your attention an issue I encountered with my recent order placed on [Order Date]. Unfortunately, my experience has not met the expectations I have come to associate with QVC.

[Briefly describe the issue. For example: The item I received was damaged, incorrect, or missing parts. Include any relevant details about the order.]

I am disappointed as I was looking forward to [mention the purpose or importance of the order, e.g., using it for a special occasion]. I would appreciate your prompt assistance in resolving this matter.

Please let me know how you plan to address this issue. I look forward to your response and a resolution to my complaint.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]