

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

Customer Service

QVC

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

Dear Customer Service,

Subject: Refund Complaint for Order #[Order Number]

I hope this message finds you well. I am writing to formally address an issue I have encountered regarding a refund for my recent order placed on [Order Date].

Despite following the standard return procedures, I have yet to receive my refund, which was expected in accordance with your policies. The details of my order are as follows:

- Order Number: [Order Number]
- Item Description: [Item Name]
- Date of Purchase: [Purchase Date]
- Return Tracking Number: [Tracking Number]

I have contacted customer service on [Dates of Contact] but have not received a satisfactory resolution. As per QVC's return policy, I expected the refund to be processed within [Expected Time Frame].

I kindly request your immediate attention to this matter and ask for the status of my refund. Please let me know if any additional information is needed to expedite this process.

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

Sincerely,

[Your Name]