

****[Your Name]****
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
****Customer Service Department****
QVC
[QVC Address]
[City, State, Zip Code]
Dear QVC Customer Service,
****Subject: Complaint Regarding [Product/Service]****
1. ****Introduction****
- Briefly state your purpose for writing.
- Mention your customer ID or order number (if applicable).
2. ****Description of the Issue****
- Clearly outline the problem you experienced with the product/service.
- Include details such as dates, product name, order number, and any communication you had with QVC.
3. ****Impact of the Issue****
- Explain how this issue has affected you as a customer.
- Include any inconvenience, financial loss, or dissatisfaction encountered.
4. ****Request for Resolution****
- State what you would like QVC to do to resolve the issue (refund, replacement, etc.).
- Be clear and reasonable in your request.
5. ****Conclusion****
- Thank them for their attention to this matter.
- Provide your contact details for any further correspondence.
Sincerely,
[Your Name]
[Your Signature (if sending a hard copy)]