

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

Customer Service Department  
QVC, Inc.

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

Dear QVC Customer Service,  
Subject: [Brief Description of Issue]

I hope this letter finds you well. I am writing to formally address an issue I have encountered with my recent purchase/order, [Order Number], made on [Purchase Date].

[Describe the specific issue in detail, including any relevant information such as product names, order details, and the nature of the problem.]

I kindly request your assistance in resolving this matter. [Mention any actions you would like QVC to take, such as a refund, replacement, or further clarification.]

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

Sincerely,  
[Your Name]