

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

Customer Service Department
QVC

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

Dear QVC Customer Service,

Subject: Formal Complaint Regarding [Issue]

I am writing to formally express my dissatisfaction with [specific issue] that I encountered on [date of incident].

[Briefly explain the issue, including any relevant order numbers, product details, or interactions with customer service.]

Despite my efforts to resolve this matter by [mention any actions taken, such as contacting customer service], I have not received a satisfactory resolution.

I kindly request that you [state your desired resolution, e.g., refund, replacement, etc.]. I believe this action would reflect QVC's commitment to customer satisfaction.

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

Sincerely,
[Your Name]