

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Customer Service Department

QVC

[Company Address]

[City, State, Zip Code]

Dear QVC Customer Service,

Subject: Complaint Regarding [Product/Service]

I am writing to formally express my dissatisfaction with [product/service details] that I purchased on [purchase date].

1. Description of the issue: [Briefly explain the problem, including any relevant details about the product/service].

2. Reference Order Number: [Order Number]

3. Steps taken: [Mention any actions you've taken to resolve the issue, such as calling customer service, returning the product, etc.].

I am requesting [specific resolution you are seeking, e.g., refund, replacement, etc.].

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

Sincerely,

[Your Name]