

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

Customer Service Department
QVC

[QVC Address]

Dear Customer Service Team,
Subject: Feedback/Complaint Regarding [Specific Issue]

1. ****Introduction****

- Briefly introduce yourself and express your intent to provide feedback/complaint.

2. ****Details of the Issue****

- Describe the specific issue including:
- Order number: [Order Number]
- Date of order: [Order Date]
- Product name and description: [Product Details]
- Description of the problem: [Specific Issue]

3. ****Previous Communication****

- Mention any previous attempts to resolve the issue, including dates and responses received.

4. ****Impact****

- Explain how this issue has affected you as a customer (e.g., inconvenience, disappointment, etc.).

5. ****Resolution Requested****

- Clearly state what you would like QVC to do regarding this matter (e.g., refund, replacement, etc.).

6. ****Conclusion****

- Thank the recipient for their attention to this matter and express hope for a prompt resolution.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]