

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

Customer Service

QVC

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

Dear QVC Customer Service,

I am writing to formally express my dissatisfaction with a recent order I placed on [Order Date], with the order number [Order Number].

Upon receiving my order on [Delivery Date], I discovered that [describe the issue clearly, e.g., the item was defective, the wrong item was sent, an item was missing, etc.]. This has caused me considerable inconvenience because [explain how it has affected you, if necessary].

I have always appreciated the quality and service provided by QVC, which is why I am disappointed in this experience. I would like to request [state what you are asking for, e.g., a refund, a replacement, etc.].

Please let me know how to proceed with this matter. I appreciate your prompt attention to resolving this issue.

Thank you for your assistance.

Sincerely,

[Your Name]