

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

Customer Service

QVC

[QVC Address]

Dear QVC Customer Service,

I am writing to formally express my dissatisfaction regarding my recent purchase from QVC, order number [Order Number], which was placed on [Order Date].

Unfortunately, the item [describe the item briefly] did not meet my expectations due to [describe the issue, e.g., it was defective, not as described, etc.]. This has caused a great deal of inconvenience, as I was looking forward to using the product.

I would appreciate your assistance in resolving this matter. I would like to request [a refund/a replacement/or any other action you expect].

Enclosed are copies of my order confirmation and any relevant correspondence.

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

Sincerely,

[Your Name]

[Enclosures: Copies of order confirmation, photos of the issue, etc.]