

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

Customer Service

QVC

[QVC Mailing Address]

Dear QVC Customer Service,

Subject: Complaint Regarding [Product/Service Name or Order Number]

I am writing to formally express my dissatisfaction with [describe the issue briefly, e.g., "the product I received on [date]"].

Despite my expectations based on your advertising and the product description, I encountered the following issues:

- [Detail specific issues, e.g., "The item was damaged upon arrival."]
- [Additional issues, if applicable, e.g., "It did not match the description provided."]

I would appreciate your assistance in resolving this matter promptly. I am requesting [specific resolution, e.g., "a full refund" or "a replacement item"]. Enclosed are copies of relevant documentation, including my order confirmation.

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

Sincerely,

[Your Name]

[Enclosures: Copies of relevant documents]