

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

QVC Customer Service

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

Dear QVC Customer Service,

I hope this letter finds you well. I am writing to request [specific request, e.g., a return, exchange, refund, product information, etc.].

Order Number: [insert order number]

Purchase Date: [insert purchase date]

[Provide details regarding your request, any relevant product information, and the reason for your request. Be as specific as possible.]

I appreciate your attention to this matter and look forward to your prompt response. Please let me know if you require any further information.

Thank you for your assistance.

Sincerely,
[Your Name]