

[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 formally request  
[specific request, e.g., assistance with an order, information about a  
product, etc.].

[Provide brief details about your request, including any relevant order  
numbers or product details.]

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

Sincerely,  
[Your Name]