

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

[Recipient's Name]  
[Recipient's Position]

QVC

[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I wanted to follow up on my previous email regarding [briefly mention the subject of your previous email].

I am very enthusiastic about the opportunity to [mention what you discussed or proposed], and I would greatly appreciate any updates or feedback you might have.

Thank you for your time and consideration. I look forward to your response.

Warm regards,

[Your Name]