

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

Customer Service

QVC

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

Dear Customer Service Team,

I hope this message finds you well.

I am writing to address a concern regarding my recent order [Order Number] placed on [Order Date]. Unfortunately, [briefly describe the issue with the order, such as it being damaged, incorrect item, not received, etc.].

I would appreciate your assistance in resolving this matter. [If applicable, mention any previous correspondence or steps you have taken to resolve the issue].

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

Sincerely,

[Your Name]