

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

[Recipient Name]  
[Recipient Title]  
[QVC/Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. My name is [Your Name], and I am the [Your Position] at [Your Company Name]. We specialize in [brief description of your business or products].

I am writing to formally request [specific request, e.g., a partnership, collaboration, information, etc.] with QVC. We believe that our [product/service] aligns well with your customer base and can contribute to [specific goal, e.g., enhancing customer experience, increasing sales, etc.].

Our team is excited about the opportunity to [mention any specific benefits or ideas]. We would greatly appreciate the chance to discuss this further at your convenience.

Thank you for considering our request. I look forward to your positive response.

Warm regards,

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Company Website]