

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inquire about potential job opportunities at QVC. I am particularly interested in [specific department/position] and would love to learn more about any available positions that align with my skills and experience.

I have a background in [your field/experience], and I believe my [specific skills or qualifications] would make me a great fit for your team. I am passionate about [related interests] and would be excited about the possibility of contributing to QVC's success.

Thank you for considering my inquiry. I look forward to the opportunity to discuss any available positions and how I may add value to QVC.

Sincerely,
[Your Name]