

[Your Name]  
[Your Address]  
[City, Postcode]  
[Email Address]  
[Phone Number]  
[Date]

Customer Service Team

QVC UK

[QVC Address]  
[City, Postcode]

Dear QVC Customer Service Team,

Subject: Assistance Required Regarding [Brief Description of Issue]

I hope this message finds you well. I am writing to request assistance regarding [clearly state the issue or inquiry you are facing, e.g., an order, a product return, or payment concern].

My order number is [Order Number], and the specific details related to my request are as follows:

- [Detail 1]
- [Detail 2]
- [Detail 3]

I would appreciate your guidance on how to resolve this matter. Please let me know if you require any further information from my side.

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

Best regards,

[Your Name]

[Your Signature, if sending a hard copy]