

[Your Name]

[Your Address]

[City, Postcode]

[Email Address]

[Phone Number]

[Date]

Customer Service Team

QVC UK

[QVC Address]

Dear QVC Customer Service,

Subject: Order Inquiry - Order Number [Your Order Number]

I hope this message finds you well. I am writing to inquire about my recent order placed on [Order Date] with the order number [Your Order Number].

[Briefly describe your inquiry: e.g., "I would like to know the expected delivery date," or "I have not received confirmation of my order"].

I appreciate your assistance with this matter and look forward to your prompt response.

Thank you for your attention.

Sincerely,

[Your Name]