

[Your Name]
[Your Address]
[City, Postcode]
[Email Address]
[Phone Number]
[Date]
QVC UK
[QVC Address]
[City, Postcode]
Dear QVC Customer Service,
Subject: Order Confirmation for Order Number [Your Order Number]
I hope this message finds you well. I am writing to confirm the details
of my recent order placed on [Order Date].
Order Details:
- Order Number: [Your Order Number]
- Item(s) Ordered:
 1. [Item Name 1] - [Quantity]
 2. [Item Name 2] - [Quantity]
- Total Amount: [Total Amount]
- Payment Method: [Payment Method]
I would appreciate it if you could confirm that my order is being
processed and provide any relevant shipping details, including the
expected delivery date.
Thank you for your attention to this matter. I look forward to your
prompt response.
Best regards,
[Your Name]
[Your Signature (if sending a hard copy)]