

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

Customer Service

QVC UK

[QVC Address]

Dear QVC Customer Service,

Subject: Product Exchange Request

I hope this message finds you well. I am writing to request an exchange for an item I purchased from QVC UK. Below are the details of my order:

- Order Number: [Your Order Number]
- Item Description: [Product Name/Description]
- Purchase Date: [Purchase Date]
- Reason for Exchange: [Brief Description of Reason]

I would like to exchange the item for [Specify Replacement Item, if applicable], or if that is not possible, I would appreciate a store credit or refund.

Please let me know the steps I need to take to facilitate this exchange.

I have included a copy of my order confirmation for your reference.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]