

[Your Name]
[Your Address]
[City, Postal Code]
[Email Address]
[Phone Number]
[Date]

Customer Services

QVC UK

[QVC Address]

Dear QVC Customer Services,

Subject: Request for Refund

I hope this message finds you well. I am writing to formally request a refund for the order I placed on [Order Date] with order number [Order Number].

Unfortunately, the product [Product Name] did not meet my expectations due to [reason for return, e.g., defective item, wrong item sent, etc.]. According to your return policy, I am eligible for a refund and would appreciate your assistance in processing this request.

I have included a copy of my order confirmation and any relevant documentation for your reference. Please let me know if you require any further information.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]