

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

Customer Service Team

QVC UK

[QVC Address]
[City, Postcode]

Dear QVC Customer Service,

Subject: Shipping Issue with Order #[Order Number]

I hope this message finds you well. I am writing to address an issue I encountered with the shipping of my recent order placed on [Order Date]. Unfortunately, my package has not yet arrived, and the expected delivery date was [Expected Delivery Date].

Order Details:

- Order Number: [Order Number]
- Item Description: [Item Description]

I kindly request your assistance in investigating the status of my shipment. It would be greatly appreciated if you could provide me with updates on the current location of my package and an expected delivery timeframe.

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)]