

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

eBay Customer Support

[Address]
[City, State, ZIP Code]

Subject: Dispute Resolution - [Item Title/Order Number]

Dear eBay Customer Support,

I hope this message finds you well. I am writing to formally address a dispute regarding [brief description of the issue, e.g., "the item I purchased on [purchase date]"].

Details of the transaction are as follows:

- eBay Item Number: [Item Number]
- Order Number: [Order Number]
- Seller's Username: [Seller's Username]
- Purchase Date: [Purchase Date]

[Explain the issue you are experiencing, e.g., "I received the wrong item," "The item was not as described," or "The item has not arrived."]

I have attempted to resolve this matter directly with the seller by [briefly describe steps taken, e.g., "contacting them through eBay messages on [date]"], but have not received an adequate response.

As such, I am requesting eBay's assistance to facilitate a resolution. I would appreciate your guidance on the next steps to take in this situation, and I am hopeful for a prompt resolution.

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

Sincerely,

[Your Name]
[Your eBay Username]