

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

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Important Notification Regarding Your eBay Account

We hope this message finds you well. We are writing to inform you of an important update regarding your eBay seller account [Your eBay User ID]. [Insert specific details about the notification, such as policy changes, account status, or actions required.]

To ensure continued compliance with eBay's selling policies and to enhance your selling experience, we kindly request that you [provide specific instructions or steps the seller needs to take].

If you have any questions or need further assistance, please do not hesitate to contact us at [eBay Customer Support Contact Information].

Thank you for being a valued member of the eBay community.

Best regards,

[Your Name]

[Your Position]

eBay Seller Support Team