

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

Dear [Buyer Name],

Thank you for your purchase from my eBay store! I hope you are satisfied with your item. However, if you are not completely happy with your purchase, I want to make the return process as easy as possible for you.

****Return Policy****

- You may return the item within [number of days] days from the date of delivery.
- The item must be in its original condition, unused, and with all original tags and packaging.
- Please contact me via eBay messaging to initiate the return process.
- I will provide you with a return shipping label once the return is confirmed.

****Refunds****

- Upon receiving the returned item, I will issue a full refund to your original payment method within [number of days] business days.
- Please note that return shipping costs may be deducted from your refund unless the item was defective or not as described.

Thank you for your understanding, and I appreciate your business! If you have any questions or concerns, feel free to reach out.

Best Regards,

[Your Name]
[Your eBay Store Name]