[Your Name] [Your Address] [City, State, ZIP Code] [Email Address] [Date] [Buyer's Name] [Buyer's Address] [City, State, ZIP Code] Dear [Buyer's Name], I hope this message finds you well! I wanted to follow up regarding your recent purchase from my eBay store, [Item Name/Description], which was shipped on [Shipping Date]. I hope it arrived in good condition and meets your expectations. If you have any questions or concerns about the item, please feel free to reach out. Your satisfaction is my top priority, and I'm here to help! Additionally, if you are pleased with your purchase, I would greatly appreciate it if you could take a moment to leave positive feedback on my eBay profile. Thank you for your purchase, and I look forward to serving you again in the future! Best regards, [Your Name] [Your eBay Store Name] [Your Contact Information]