

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Address]  
[City, State, ZIP Code]  
Dear [Recipient Name],  
Thank you for your recent purchase on eBay! Below is the invoice for your transaction.  
\*\*Invoice Number:\*\* [Invoice Number]  
\*\*Order Date:\*\* [Order Date]  
\*\*eBay Item Number:\*\* [Item Number]  
\*\*Seller Information:\*\*  
[Your eBay Store Name]  
[Your eBay Store URL]  
\*\*Transaction Details:\*\*  
- Item Description: [Item Description]  
- Quantity: [Quantity]  
- Unit Price: [Unit Price]  
- Total Price: [Total Price]  
\*\*Shipping Information:\*\*  
- Shipping Method: [Shipping Method]  
- Tracking Number: [Tracking Number]  
- Estimated Delivery Date: [Delivery Date]  
\*\*Payment Information:\*\*  
- Payment Method: [Payment Method]  
- Total Amount Paid: [Total Amount Paid]  
Thank you for your business! If you have any questions, please feel free to reach out.  
Best regards,  
[Your Name]  
[Your eBay Store Name]  
[Your Contact Information]