

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

[Seller's Name]
[Seller's Store Name or eBay User ID]
[Seller's Address if applicable]

Dear [Seller's Name],

Subject: Update to eBay Seller Policy

I hope this message finds you well. I am writing to inform you about the recent updates to the eBay seller policy that may affect your selling practices on the platform.

[Briefly outline the key changes in the policy, e.g., new shipping requirements, return policies, fee structures, etc.]

It is important to review these changes to ensure that your listings comply with eBay's updated guidelines. Compliance with these policies not only helps maintain the integrity of the marketplace but also enhances the shopping experience for your customers.

We encourage you to visit the following link for a detailed overview of the policy updates: [Insert Link to eBay Policy Update].

If you have any questions or need assistance understanding these changes, please do not hesitate to reach out.

Thank you for your attention to this matter, and we wish you continued success on eBay.

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Contact Information]