

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

[Seller's Name]
[Seller's eBay Store Name]
[Seller's Address]
[City, State, Zip Code]

Subject: Warning Notice Regarding eBay Listing

Dear [Seller's Name],

I hope this message finds you well. This letter serves as a formal warning regarding your eBay listing for [Item Name/Title] (eBay Item Number: [Item Number]) dated [Listing Date].

We have received several complaints from buyers concerning [specific issues such as item not as described, delayed shipping, etc.]. To maintain a positive selling environment on eBay, it is imperative that all items are accurately represented and that seller standards are upheld.

Please address these issues immediately by [specific action you want the seller to take, e.g., providing a refund, updating the listing, etc.]. Continued non-compliance may lead to further actions, including potential restrictions on your selling account.

We value your participation in our platform and hope to resolve this matter promptly. Should you have any questions or require assistance, please do not hesitate to contact us at [Your Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]
[Your Position/Title]
[Your Company/Organization, if applicable]