

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

[Recipient's Name]

eBay Customer Support

[Address of eBay or Local Branch if applicable]

Dear [Recipient's Name],

Subject: Inquiry/Issue Regarding eBay Seller Account

I hope this letter finds you well. I am writing to address [briefly state the purpose of your letter, e.g., a concern with my eBay seller account, a request for assistance, etc.].

As an active eBay seller since [Year], I have consistently strived to maintain high standards of customer service and product quality. However, [explain the issue or request in detail, providing any relevant information such as item numbers, transaction dates, etc.].

I would greatly appreciate your assistance in resolving this matter.

Please let me know if you require any further information or documentation.

Thank you for your attention to this issue. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your eBay Username]