

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

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you about your recent purchase of [Item Name] on eBay (Order Number: [Order Number]).

Thank you for your order! I will process and ship your item within [insert timeframe], and you will receive a tracking number shortly.

If you have any questions or concerns, please feel free to reach out.

Best regards,

[Your Name]
[Your eBay Username]