

[Your Name]
[Your Address]
[City, State, ZIP]
[Email Address]
[Date]

[Buyer's Name]
[Buyer's eBay Username]
[Buyer's Address]
[City, State, ZIP]

Dear [Buyer's Name],

Thank you for your recent purchase of [Item Description] from my eBay store. I appreciate your business and I hope you're excited about your new item!

As this is a used item, I wanted to provide you with some additional information regarding its condition and any unique features it may have. [Briefly describe the condition of the item, including any imperfections or notable features.]

Your item will be shipped on [Shipping Date]. You can expect to receive a tracking number once it has been dispatched. If you have any questions or need further assistance regarding your purchase, please don't hesitate to reach out.

Thank you once again for your order. I hope you enjoy your purchase!

Best regards,

[Your Name]
[Your eBay Store Name]
[Your Contact Information]