

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

[Buyer's Name]
[Buyer's Address]
[City, State, ZIP Code]

Dear [Buyer's Name],

Thank you for your recent purchase on eBay! We appreciate your business and are committed to providing you with a great shopping experience. Your order for [Item Description] has been processed and is scheduled to ship on [Shipping Date]. You can expect your package to arrive within [Estimated Delivery Time].

If you have any questions or concerns regarding your order, please feel free to reach out to me via eBay messages or at [Your Email Address].

Thank you again for your purchase!

Best regards,

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