

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

eBay Customer Support

[Specific Department or Contact Name, if known]

eBay Inc.

[Company Address]

[City, State, Zip Code]

Dear eBay Customer Support,

Subject: Request for Address Change on My eBay Account

I hope this message finds you well. I am writing to formally request a change of address associated with my eBay account.

Account Information:

- eBay Username: [Your eBay Username]
- Current Address: [Your Current Address]
- New Address: [Your New Address]

I would like to ensure that all future orders and communications are sent to my new address. Please let me know if you require any further information or documentation to process this request.

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

Sincerely,

[Your Name]

[Signature, if sending a hard copy]