

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

eBay Customer Support

[ebay customer support address if applicable]

Subject: Request for Order Cancellation - [Order Number]

Dear eBay Customer Support,

I hope this message finds you well. I am writing to request the cancellation of my order #[Order Number], which was placed on [Order Date].

Due to [reason for cancellation, e.g., a change in circumstances, item no longer needed], I am unable to proceed with this purchase. I kindly ask for your assistance in cancelling this order and to process any necessary refunds.

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

Sincerely,

[Your Name]

[Your eBay Username]