

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

eBay Customer Service
[Customer Service Address]
[City, State, Zip Code]

Dear eBay Customer Service,
Subject: Exchange Request for Order #[Order Number]

I hope this message finds you well. I am writing to request an exchange for an item I purchased on eBay, which is [Item Title/Description] with the order number #[Order Number].

Unfortunately, the item [briefly explain the issue, e.g., does not fit, is damaged, etc.]. I would like to exchange it for a [state the item you want in exchange, if applicable].

I have attached all relevant details and documentation to facilitate the exchange process. Please let me know the necessary steps I need to take to complete this exchange.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,
[Your Name]
[Your eBay Username]
[Your Phone Number]