

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

eBay Customer Support

[Company Address]  
[City, State, ZIP Code]

Subject: Payment Issue Request for eBay Item #[Item Number]

Dear eBay Customer Support,

I hope this message finds you well. I am writing to bring to your attention an issue I am experiencing with a recent payment made for the item #[Item Number], which I purchased on [Purchase Date].

Despite following the standard payment process, I have encountered [briefly describe the payment issue, e.g., "an error message indicating that the payment was not processed," or "a delay in the payment confirmation"]. This has caused concern as I would like to ensure that my purchase is confirmed and the item is secured.

Please assist me in resolving this issue at your earliest convenience. You may reach me at [Your Phone Number] or [Your Email Address] should you require any additional information.

Thank you for your attention to this matter. I appreciate your assistance.

Sincerely,

[Your Name]  
[Your eBay Username]