

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

eBay Customer Support

[Address or Email for eBay Support]

Subject: Request for Policy Exception

Dear eBay Customer Support,

I hope this message finds you well. I am writing to formally request an exception to eBay's policy concerning [specific policy or issue, e.g., returns, listing rules, etc.].

I understand the importance of maintaining a fair marketplace, and I appreciate the guidelines that eBay has established. However, I believe my situation warrants special consideration due to [briefly explain your circumstances, e.g., a unique situation, unforeseen circumstances, etc.].

[Provide a detailed explanation of your request, including any relevant transaction details. Include item numbers, dates, and anything else pertinent to your case.]

I kindly ask for your understanding and support in this matter. I believe that granting this exception will benefit both myself and the eBay community by [explain any benefits].

Thank you for your time and consideration. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your eBay Username]