

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

eBay Customer Service

[Return Address or Email]

Subject: Refund Request for Order #[Order Number]

Dear eBay Customer Service,

I hope this message finds you well. I am writing to request a refund for my recent purchase on eBay, Order #[Order Number], which was placed on [Order Date].

Unfortunately, the item did not meet my expectations because [briefly explain the reason for the refund, e.g., it was damaged, not as described, etc.]. I have attached photos and relevant documentation to support my claim.

According to eBay's return policy, I believe I am eligible for a refund. I kindly request your assistance in processing this refund as soon as possible.

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

Sincerely,

[Your Name]

[Your eBay User ID]