

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

eBay Customer Service

[Seller's Name or eBay Store Name]
[Seller's Address]

Dear eBay Customer Service / [Seller's Name],

I hope this message finds you well. I am writing to formally request a return for the item I purchased from your eBay store. The details of the transaction are as follows:

- **Item Name:** [Item Name]
- **Item Number:** [Item Number]
- **Purchase Date:** [Purchase Date]
- **Order Number:** [Order Number]

Unfortunately, the item did not meet my expectations because [reason for return, e.g., it was damaged, the wrong item was sent, it did not match the description, etc.].

I would appreciate your guidance on the return process and any necessary steps to ensure a smooth transaction. Please let me know if you need any additional information or if there are specific return instructions I should follow.

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

Sincerely,

[Your Name]
[Your eBay Username]