

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name or eBay Seller's Name]  
[Seller's Address]  
[City, State, Zip Code]

Dear [Recipient Name/Seller's Name],

I hope this message finds you well. I am writing to inform you about a delay I am experiencing with my recent eBay order, [Order Number], placed on [Order Date].

According to the tracking information, my package was scheduled to arrive by [Original Delivery Date]. However, it appears that there has been a delay due to [brief explanation, e.g., shipping carrier issues, weather conditions, etc.].

I understand that sometimes unforeseen circumstances can arise, and I appreciate your attention to this matter. If you could provide me with an updated shipping status or estimated delivery date, it would be greatly appreciated.

Thank you for your understanding and assistance regarding this issue.

Sincerely,

[Your Name]