

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

[Buyer's Name]
[Buyer's Address]
[City, State, Zip Code]

Dear [Buyer's Name],

Thank you for your recent purchase from my eBay store! I appreciate your business and hope you are satisfied with your order.

I wanted to reach out to confirm that your item has been shipped and is on its way to you. The tracking number for your package is [Tracking Number], and you can track its status on [Carrier's Website].

If you have any questions or concerns about your order, please do not hesitate to contact me at [Your Email Address] or [Your Phone Number]. I am here to assist you in any way I can.

Thank you once again for choosing my eBay store. I hope to serve you again in the future!

Best regards,

[Your Name]
[Your eBay Store Name]