

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

[Recipient Name]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inform you that I have not yet received the item I purchased on eBay, listed under the auction/item number [Item Number].

The expected delivery date was [Expected Delivery Date], and it has now surpassed that timeframe. I have checked with my local postal service, and they have no updates on the package.

I would appreciate it if you could provide me with any tracking information or updates regarding the shipment. If the item is indeed lost, I would like to discuss the possibility of a refund or a replacement.

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

Sincerely,

[Your Name]  
[Your eBay Username]