

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

[Buyer's Name]
[Buyer's Address (if known)]
[City, State, Zip Code (if known)]

Dear [Buyer's Name],

I hope this message finds you well. Thank you for your recent purchase on eBay. I appreciate your business and am committed to ensuring a smooth and satisfactory transaction.

I am writing to confirm that your order for [Item Description] has been processed and will be shipped to you shortly. The tracking number for your shipment is [Tracking Number], and you can expect it to arrive within [Estimated Delivery Time].

If you have any questions or concerns regarding your order, please do not hesitate to reach out to me through the eBay messaging system. I am here to assist you.

Thank you once again for your purchase. I hope you enjoy your new item!

Best regards,

[Your Name]
[Your eBay Seller ID]
[Your eBay Store Name (if applicable)]