

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

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

Subject: Refund Process for Your eBay Purchase

Dear [Buyer's Name],

I hope this message finds you well. I am writing to confirm the initiation of the refund process for your recent purchase on eBay, order number [Order Number].

Upon reviewing your request regarding [briefly describe the reason for the refund, e.g., item not as described, arrived damaged, etc.], I have processed your refund to ensure your satisfaction with your shopping experience.

Please find the details of your refund below:

- Item: [Item Description]
- Amount Refunded: [Refund Amount]
- Refund Method: [e.g., original payment method, PayPal, etc.]
- Refund Date: [Date Refund Was Processed]

You should see the refunded amount reflected in your account within [time frame, e.g., 3-5 business days]. If you have any questions or require further assistance, feel free to reach out to me directly.

Thank you for your understanding, and I appreciate your business.

Best regards,

[Your Name]

[Your eBay Store Name, if applicable]