

[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 [Store Name]. I appreciate your business and hope you are pleased with your item.

I wanted to take a moment to remind you of our return policy for your order #[Order Number].

**\*\*Return Policy:\*\***

- Items can be returned within [number] days of receipt.
- The item must be in its original condition, unused, and in the original packaging.
- Buyer is responsible for return shipping costs, unless the item is defective or not as described.
- Once I receive the returned item, I will process your refund within [number] days.

If you have any questions or concerns regarding your order or the return process, please feel free to reach out to me directly at [Your Email Address] or [Your Phone Number].

Thank you again for your purchase!

Best regards,

[Your Name]  
[Your eBay Store Name]