

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

Dear [Buyer's Name],

Thank you for your recent purchase of [Item Name] from my eBay store! I appreciate your business and wanted to reach out to ensure you have all the information you need.

Your order was processed on [Order Date] and is scheduled to be shipped on or before [Shipping Date]. You'll receive a tracking number as soon as it is shipped, which you can use to monitor your package.

If you have any questions or concerns regarding your order, please do not hesitate to reach out to me directly through eBay messaging. I'm here to help!

Thank you again for your purchase, and I hope you enjoy your new item!

Best regards,

[Your Name]
[Your eBay Store Name]