

[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],

I hope this message finds you well. I am writing to inform you about a shipping delay regarding your recent eBay order (Order ID: [Order ID]).

Due to [reason for delay - e.g., supply chain disruption, unexpected weather conditions], your item is experiencing a delay in shipping. I sincerely apologize for any inconvenience this may cause you.

I am actively working to resolve this issue and expect that your order will be shipped by [expected shipping date]. As soon as it is dispatched, I will provide you with tracking information to keep you updated on its arrival.

Thank you for your understanding and patience during this time. If you have any questions or concerns, please do not hesitate to reach out.

Best regards,

[Your Name]  
[Your eBay User ID]  
[Your Contact Information]