

[Your Name]
[Your Position]
[Your Company/Store 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],

Subject: Special Promotion Just for You!

We hope this message finds you well. As one of our valued customers on eBay, we are excited to announce a special promotion exclusively for you! For a limited time only, enjoy [specific discount or offer, e.g., "20% off your next purchase" or "free shipping on orders over \$50"]. Use the promo code [PROMO CODE] at checkout to take advantage of this offer. This promotion is valid from [start date] to [end date], so don't miss out on the opportunity to save on our latest products. We appreciate your loyalty and are committed to providing you with the best shopping experience.

Thank you for being a part of our eBay community. If you have any questions or need assistance, please feel free to reach out.

Happy shopping!

Best regards,

[Your Name]
[Your Position]
[Your Company/Store Name]