

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

eBay Customer Service

[Relevant eBay Address]

Subject: Refund Claim for Order #[Order Number]

Dear eBay Customer Service,

I am writing to formally request a refund for my recent purchase on eBay, Order #[Order Number], made on [Purchase Date].

The item I received was [describe the issue: defective, not as described, damaged, etc.], which is not in accordance with the listing details provided.

I have attached all relevant documentation, including photographs of the item, the original invoice, and any prior correspondence regarding this issue.

I kindly ask that you process my refund at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]