

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

Customer Service
eBay Inc.

[Company Address]
[City, State, Zip Code]

Subject: Refund Inquiry for Order #[Order Number]

Dear eBay Customer Service,

I hope this message finds you well. I am writing to inquire about a refund for my recent order, #[Order Number], placed on [Order Date]. Unfortunately, [briefly describe the issue related to the item, e.g., it arrived damaged, the item was not as described, etc.].

As per eBay's refund policy, I am requesting a full refund for this purchase. I have already initiated the return process through the website, but I would like to confirm the status of my refund.

Please let me know if you require any further information or documentation from my end. I appreciate your assistance in this matter.

Thank you for your prompt attention to this issue.

Sincerely,

[Your Name]