

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

eBay Customer Service

[Specific eBay Department, if known]  
[Address or Email of eBay Customer Service]

Subject: Request for Partial Refund for Order #[Order Number]

Dear eBay Customer Service,

I hope this message finds you well. I am writing to formally request a partial refund for my recent purchase on eBay, which was completed on [Purchase Date]. The details of the transaction are as follows:

- Item Description: [Description of the Item]
- Order Number: [Order Number]
- Purchase Price: \$[Total Amount]

Upon receiving the item on [Delivery Date], I noticed that [describe the issue, e.g., the item was defective, missing parts, not as described, etc.]. Given these circumstances, I believe a partial refund of \$[Requested Amount] would be appropriate to cover the discrepancies.

I appreciate your attention to this matter and look forward to your prompt response. Please feel free to contact me at [Your Phone Number] or [Your Email Address] for any further information.

Thank you for your assistance.

Sincerely,  
[Your Name]