

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

[Recipient Name]
[Recipient's Position, if applicable]

eBay Customer Support

[Company Address, if applicable]

Dear [Recipient Name or "eBay Customer Support"],

Subject: Request for Refund Negotiation - Item #[Item Number]

I hope this message finds you well. I am writing to formally request a review of my recent transaction on eBay concerning the item listed as [Item Description].

Unfortunately, the item [describe the issue, e.g., was not as described, arrived damaged, etc.]. According to eBay's policies, I believe I am eligible for a refund due to [mention the specific reason based on eBay's guidelines].

I have already attempted to resolve this matter directly with the seller by [briefly describe your communication with the seller, including any attempts made to reach a resolution]. However, [explain why the resolution was unsatisfactory or why you were unable to reach one].

I would appreciate your assistance in negotiating a refund. I have attached all relevant documentation, including [list any attachments such as photos, emails, etc.], to support my claim.

Thank you very much for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your eBay Username]