

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

Customer Service
eBay Inc.

[Customer Service Address]

Subject: Refund Request for Item #[Item Number]

Dear eBay Customer Service,

I hope this message finds you well. I am writing to formally request a refund for the item I purchased on [Purchase Date] from [Seller's Name/ID] through your platform, eBay. The details of my order are as follows:

- Item Description: [Item Title/Description]
- Item Number: [Item Number]
- Purchase Price: [Purchase Price]
- Order Date: [Order Date]
- eBay Transaction ID: [Transaction ID]

Unfortunately, the item arrived on [Delivery Date] and did not meet the expected quality or description. [Briefly explain the reason for the refund request, e.g., item was damaged, not as described, missing parts, etc.].

I have attached [mention any necessary documents, such as photos of the item, receipts, or previous communication with the seller] for your reference.

According to eBay's return policy, I understand that I am entitled to a full refund within [mention the time frame, e.g., 30 days, if applicable]. I kindly ask you to process my refund at your earliest convenience. Please let me know if you need any more information to expedite the process.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,
[Your Name]