

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

eBay Customer Service

[Customer Service Address]
[City, State, ZIP Code]

Subject: Refund Request for Order #[Order Number]

Dear eBay Customer Service,

I hope this message finds you well. I am writing to formally request a refund for my recent purchase, which was made on [Purchase Date] under order number [Order Number].

Unfortunately, the item did not meet my expectations due to [reason for the refund request, e.g., "it arrived damaged," "it was not as described," "I received the wrong item," etc.]. I have attached any relevant documentation, including photos and correspondence with the seller, to support my claim.

Per eBay's return policy, I have already initiated the return process and returned the item to the seller on [Return Date]. I kindly ask that you process my refund at your earliest convenience.

Thank you for your attention to this matter. I look forward to your prompt response and resolution.

Sincerely,

[Your Name]

[Your eBay Username]