

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

[Seller's Name or eBay Seller ID]
[Seller's Address if known]
[City, State, Zip Code]

Dear [Seller's Name or eBay Seller ID],

Subject: Return Request for Order #[Order Number]

I hope this message finds you well. I am writing to formally request a return for the item I purchased from your eBay store on [Purchase Date]. The item in question is [Item Description], with the eBay item number [Item Number].

Unfortunately, upon receiving the item, I noticed that [briefly explain the issue, e.g., it was defective, not as described, wrong item sent, etc.]. Per eBay's return policy, I would like to initiate a return. Please let me know how to proceed with the return process, including any necessary steps for shipping the item back to you. I appreciate your prompt response to this matter.

Thank you for your attention.

Sincerely,

[Your Name]

[Your eBay User ID]