

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

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Refund for eBay Transaction #[Transaction ID]

I hope this message finds you well. I am writing to formally request a refund for the item I purchased on eBay, titled "[Item Title]," which I received on [Delivery Date].

Unfortunately, the item does not meet the description provided in the listing due to [reason: e.g., wrong size, defective item, item not as described]. I have attached photographs and any related documents to support my claim.

According to eBay's return policy, I believe I am eligible for a full refund. I would appreciate it if you could process this refund at your earliest convenience.

Please let me know if you require any additional information. Thank you for your understanding and prompt attention to this matter.

Sincerely,

[Your Name]  
[Your eBay Username]  
[Your eBay Item Number]