

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

eBay Customer Service

[Company Address if needed]
[City, State, Zip Code if needed]

Subject: Request for Refund 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 on eBay. Below are the details of my order:

- Order Number: [Order Number]
- Item Description: [Item Description]
- Purchase Date: [Purchase Date]
- Seller's User ID: [Seller's User ID]

Unfortunately, [briefly explain the reason for the refund request, e.g., the item was not received, arrived damaged, does not match the description, etc.]. I have attached [mention any relevant documents such as shipping receipts, photos of the item, etc.] to support my claim.

According to eBay's return policy, I believe I am eligible for a refund. I would appreciate your prompt attention to this matter and look forward to your response.

Thank you for your assistance.

Sincerely,

[Your Name]
[Your eBay User ID]
[Your eBay Account Email]