

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

eBay Customer Service

[Relevant eBay Address or Department]

Subject: Request for eBay Refund - 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 with the order number #[Order Number], placed on [Order Date].

Unfortunately, [briefly describe the reason for the refund request, e.g., the item was not as described, arrived damaged, etc.].

According to eBay's return policy, I believe I am eligible for a refund.

I have already initiated a return request and [mention any steps you have already taken, e.g., returned the item, contacted the seller, etc.].

I would appreciate your prompt attention to this matter and look forward to resolving it as soon as possible. Please let me know if you require any further information to process my request.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your eBay Username]