

[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: eBay Listing Update Notification

We are reaching out to notify you about important updates regarding your eBay listing(s) for [Item Name/Description].

****Listing Details:****

- Item Title: [Item Title]
- Item Number: [Item Number]
- Update Date: [Date of Update]

****Updates Made:****

1. [Describe the first update]
2. [Describe the second update]
3. [Describe any additional updates]

Please review these changes at your earliest convenience. If you have any questions or require further assistance, feel free to contact us at [Your Contact Information].

Thank you for being a valued eBay seller.

Best regards,

[Your Name]
[Your Position]
[Company Name, if applicable]
[Company Contact Information]