

[Your Name]
[Your Title/Position]
[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]

eBay Inc.

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

Dear [Recipient's Name],

Subject: eBay Policy Update Notification

We are reaching out to inform you of important updates to our eBay policies that will take effect on [Effective Date]. This update is part of our ongoing effort to enhance user experience and maintain a trustworthy marketplace.

The key changes include:

1. [Brief description of Policy Change 1]
2. [Brief description of Policy Change 2]
3. [Brief description of Policy Change 3]

We encourage you to review the complete policy details available on our website at [URL]. Your understanding and adherence to these changes are vital to our mutual success on the platform.

If you have any questions or need further clarification, please feel free to contact us at [Support Email/Phone Number].

Thank you for your continued partnership.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Company Name]