

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]  
[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
Thank you for your recent purchase from my eBay store([Your eBay Store Name]). I am writing to inform you that your item has been shipped.  
\*\*Order Details:\*\*  
- Item Name: [Item Name]  
- Order Number: [Order Number]  
- Shipping Method: [Shipping Method]  
- Tracking Number: [Tracking Number]  
Your item was shipped on [Shipping Date] and is expected to arrive by [Estimated Delivery Date]. You can track your shipment using the following link: [Tracking Link].  
If you have any questions or concerns regarding your order, please do not hesitate to contact me.  
Thank you for your business!  
Best regards,  
[Your Name]  
[Your eBay Store Name]  
[Your Phone Number]