

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

eBay Customer Service
[Returns Department Address]
[City, State, Zip Code]

Dear eBay Customer Service,

Subject: Request for Return Authorization

I hope this letter finds you well. I am writing to request the return of an item purchased from my eBay account (User ID: [Your eBay User ID]) on [Purchase Date]. The order number is [Order Number].

Unfortunately, the item [Product Name/Description] does not meet my expectations due to [reason for return, e.g., item defective, wrong item sent, etc.]. According to your return policy, I would like to initiate a return for this item.

Please provide the necessary instructions regarding the return process and any specific forms or labels I need to complete. I would appreciate your assistance in this matter and hope to resolve it promptly.

Thank you for your attention to this issue. I look forward to your quick response.

Sincerely,
[Your Name]