

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

eBay Customer Support

[Relevant eBay Office Address]

Dear eBay Customer Support,

Subject: Complaint Resolution for [eBay Item Number/Order ID]

I hope this message finds you well. I am writing to formally address an issue I experienced with my recent transaction on eBay, specifically regarding [briefly describe the issue: item not received, item not as described, seller conduct, etc.].

Details of the Transaction:

- Item Title: [Item Title]
- Item Number: [Item Number]
- Order ID: [Order ID]
- Purchase Date: [Purchase Date]
- Seller Username: [Seller Username]

[Explain the issue in detail, including any attempts you've made to resolve it and the responses received.]

I would appreciate your assistance in resolving this matter promptly. I am seeking [state your desired resolution: refund, replacement, etc.]. I believe this is a fair request considering the circumstances.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]