

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
eBay Customer Service
[Customer Service Address or Email]
Dear eBay Customer Service,
Subject: Inquiry Regarding [specific issue]
I hope this message finds you well. I am writing to seek assistance
regarding [briefly explain the issue, e.g., a recent purchase, refund
request, account issue, etc.].
Order Number: [insert order number]
Item Description: [insert item description]
[Provide a concise explanation of the problem or request, including any
relevant details such as dates, previous correspondence, and specific
outcomes you are seeking.]
I appreciate your attention to this matter and look forward to your
prompt response.
Thank you for your help!
Sincerely,
[Your Name]
[Your eBay User ID]