

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

Dear [Recipient Name],

I am writing to inquire about auto financing options available through [Company Name]. I am interested in purchasing a vehicle and would like to understand the financing terms and requirements.

I am looking for information on the following:

- Loan amounts and terms
- Interest rates
- Down payment requirements
- Necessary documentation

Please let me know how I can proceed with the application process and any additional information you may need from my side.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]