

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

[Buyer's Name]
[Buyer's Address]
[City, State, Zip Code]

Subject: Bill of Sale

Dear [Buyer's Name],

This Bill of Sale is made on [date] by and between [Your Name], the Seller, and [Buyer's Name], the Buyer, for the sale of the following described item(s):

1. Item Description: [Description of the item, including make, model, year, VIN or serial number, etc.]
2. Condition: [Condition of the item]
3. Price: [Sale price]

Terms of Sale:

- Payment Method: [Cash, check, etc.]
- Payment Due Date: [Date or upon delivery]
- Warranty: [Any warranties, if applicable]

The Seller hereby affirms that they are the legal owner of the item(s) and has the right to sell it. The item(s) is sold "as-is" without any guarantees or warranties beyond those expressly stated in this Bill of Sale.

This Bill of Sale constitutes the entire agreement between the parties and supersedes all prior negotiations or agreements, whether written or oral.

[Optional: Both parties' signatures]

Seller's Signature: _____ Date: _____

Buyer's Signature: _____ Date: _____

Sincerely,

[Your Name]

[Your Signature] (if sending a hard copy)