

[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 [Seller's Name] ("Seller") and [Buyer's Name] ("Buyer").

1. **\*\*Item Sold\*\***: [Description of Item, including make, model, year, VIN/serial number, condition, etc.]
2. **\*\*Sale Price\*\***: \$[Amount]
3. **\*\*Payment Method\*\***: [Cash, Check, etc.]

The Seller affirms that they are the lawful owner of the item and that it is free from all liens and encumbrances. The Buyer accepts the item in its current condition.

Both parties agree to the terms outlined above.

Seller's Signature: \_\_\_\_\_

Buyer's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Thank you.

Sincerely,

[Your Name]