

[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 letter serves as a formal bill of sale for the transaction involving the following item(s):

****Item Description****

- Item: [Description of the item, e.g., make/model/year of vehicle]
- VIN/Serial Number: [Item's VIN or Serial Number]
- Condition: [Condition of the item, e.g., new, used]
- Date of Sale: [Date of transaction]
- Sale Price: [Amount received]

****Seller Information****

I, [Your Name], the undersigned seller, hereby affirm that I am the legal owner of the above-mentioned item and have the right to sell it.

****Buyer Information****

I, [Buyer's Name], the undersigned buyer, acknowledge that I have received the item in the described condition.

****Terms and Conditions****

- The item is sold "as-is" without any warranties.
- The buyer assumes all responsibility for the item once the sale is completed.
- Payment has been received in full.

****Signatures****

Seller's Signature: _____

Date: _____

Buyer's Signature: _____

Date: _____

Thank you for your business.

Sincerely,

[Your Name]