

[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 certifies that I, [Your Name], the undersigned seller, have sold and transferred ownership of the following item(s) to [Buyer's Name].

**\*\*Description of Item(s):\*\***

- Item: [Description of the item]
- Serial Number: [Serial number, if applicable]
- Condition: [New/Used condition]
- Sale Price: \$[Amount]

**\*\*Date of Sale:\*\*** [Date]

**\*\*Payment Method:\*\*** [Cash/Check/Credit]

I, [Your Name], confirm that I am the lawful owner of the above item(s) and have the right to sell them. The buyer acknowledges receipt of the item(s) in the condition stated above.

**\*\*Signatures:\*\***

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[Your Name] (Seller)

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[Buyer's Name] (Buyer)

Please retain a copy of this Bill of Sale for your records.

Sincerely,

[Your Signature (optional)]

[Your Printed Name]