

[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 outlines the agreement between [Your Name] (Seller) and
[Buyer's Name] (Buyer) for the sale of the following item:
Item Description:
[Description of the item being sold, including make, model, and any other
relevant details]
Sale Price:
\$[Amount]
Payment Method:
[Describe how payment will be made, e.g., cash, check, etc.]
Transaction Date:
[Date of transaction]
By signing below, both parties agree to the terms of this Bill of Sale.
Seller's Signature: _____
Date: _____
Buyer's Signature: _____
Date: _____
Thank you for your business!
Sincerely,
[Your Name]