

[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] between [Your Name], the Seller, and [Buyer's Name], the Buyer.

1. ****Description of Item****

Item: [Description of the item being sold]
Serial Number (if applicable): [Serial Number]
Condition: [Condition of the item]

2. ****Sales Price****

The total purchase price for the item is \$[Amount].

3. ****Payment Terms****

Payment method: [Cash, check, etc.]
Payment due date: [Date]

4. ****Transfer of Ownership****

The Seller affirms that they are the lawful owner of the item and has the right to sell it. Upon receipt of the total purchase price, ownership of the item will be transferred to the Buyer.

5. ****Signatures****

This agreement is binding upon both parties.

[Your Name] (Seller)

[Buyer's Name] (Buyer)

Date: _____

Thank you for your business.

Sincerely,

[Your Name]