

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well.

I am writing to formally agree on the sale of my vehicle, [Make, Model, Year], with Vehicle Identification Number (VIN) [VIN Number]. The details of the sale are as follows:

****Sale Price:**** [Sale Price]

****Payment Method:**** [Payment Method]

****Sale Date:**** [Sale Date]

I confirm that I am the legal owner of the vehicle and have the authority to sell it. Upon receipt of the full payment, I will provide you with the signed title and any additional necessary documents to complete the transfer of ownership.

Please let me know if you require any further information or documentation.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]