

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

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

Dear [Buyer's Name],

Subject: Letter of Intent for Car Sale

I, [Your Name], am writing to express my intent to sell my vehicle described as follows:

- \*\*Make:\*\* [Car Make]
- \*\*Model:\*\* [Car Model]
- \*\*Year:\*\* [Year]
- \*\*VIN:\*\* [Vehicle Identification Number]
- \*\*Current Mileage:\*\* [Mileage]

I am proposing a sale price of [Proposed Price]. This letter serves as an initial agreement and outlines the basic terms of the intended sale.

1. \*\*Sale Price:\*\* [Proposed Price]
2. \*\*Payment Method:\*\* [Cash, Certified Check, etc.]
3. \*\*Inspection Period:\*\* [Number of days for inspection]
4. \*\*Closing Date:\*\* [Proposed closing date]

Please review this letter and, if you agree to the terms outlined, sign and return a copy. I look forward to completing this transaction smoothly.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Enclosure: Copy of Vehicle Title, if applicable]