

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

[Dealership Name]  
[Dealership Address]  
[City, State, ZIP Code]

Dear [Dealership Contact Name or "Sales Manager"],  
I am writing to inquire about the possibility of selling my vehicle, a  
[Year, Make, Model], to your dealership. The car is in [describe  
condition: excellent, good, fair, etc.] condition and has [mileage] miles  
on it.

Here are the details of my vehicle:

- VIN: [Vehicle Identification Number]
- Color: [Color]
- Features: [List any notable features or upgrades]
- Asking Price: [Your asking price]

I have attached copies of the vehicle's title and maintenance records for  
your review. I would appreciate it if we could arrange a meeting to  
discuss the sale and get an appraisal of my vehicle.

Thank you for your time, and I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]