

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

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

Dear [Friend's Name],

I hope this letter finds you well. I am reaching out to discuss my car, [Car Make, Model, Year], which I am considering selling. Given our friendship, I wanted to offer it to you first before exploring other options.

The details of the car are as follows:

- Model: [Car Make, Model]
- Year: [Year]
- Mileage: [Mileage]
- Condition: [Condition (e.g., good, excellent, etc.)]
- Asking Price: [Price]

I have maintained the car regularly and can provide maintenance records if you're interested. If you'd like to take a look or take it for a test drive, let me know what works for you.

I want to ensure that you feel comfortable with the purchase, so please don't hesitate to ask if you have any questions or need more information. Looking forward to hearing from you soon!

Best,

[Your Name]