

[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],

I hope this letter finds you well. I am writing to formally offer my [Year, Make, and Model of Car] for sale. This vehicle has been well-maintained and is in [excellent/good/fair] condition.

Key details of the car are as follows:

- Year: [Year]
- Make: [Make]
- Model: [Model]
- Mileage: [Mileage]
- VIN: [Vehicle Identification Number]
- Asking Price: [\$Price]

The vehicle has [list any special features, upgrades, or unique selling points]. I have included copies of all maintenance records and the title for your review.

If you are interested in viewing the car or have any questions, please feel free to reach out to me at your convenience. I would be happy to arrange a meeting or provide further information.

Thank you for considering this offer. I look forward to hearing from you soon.

Sincerely,

[Your Name]  
[Your Signature (if sending a hard copy)]