

[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 inform you that I am selling my [Year, Make, Model of Car] with [Mileage] miles. The car is in [Condition] condition and has the following features: [List key features or upgrades].

I am asking for [Selling Price] but am open to reasonable offers. If you are interested or have any questions, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your time, and I look forward to hearing from you.

Best regards,

[Your Name]