

[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 formally document the transaction regarding the sale of my vehicle, [Year, Make, Model, VIN]. The agreed purchase price is [\$Amount]. The transaction will take place on [Date of Transaction] at [Location]. Upon receipt of payment, I will provide you with the signed title and any necessary documentation for the transfer of ownership.

Please let me know if you have any questions or need further information. Thank you for your cooperation.

Sincerely,

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