

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

[Recipient Name]
[Dealership Name]
[Dealership Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Dealership Registration Request

I am writing to officially request the registration of my dealership, [Your Dealership Name], with [Company/Organization Name]. Our mission is to provide high-quality vehicles and excellent customer service to our community.

To facilitate the registration process, I have attached the necessary documentation, including:

1. Business License
2. Tax Identification Number
3. Proof of Insurance
4. [Any other required documents]

I kindly ask for your guidance on the next steps in the registration process and any additional information you may need from my side.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Position]
[Your Dealership Name]