

[Your Dealership Name]  
[Your Dealership Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[Recipient Company Name]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Registration of [Your Dealership Name] as an Automotive Dealer  
We are pleased to inform you that [Your Dealership Name] has officially registered as an automotive dealer in [State/Region]. Our dealership aims to provide exceptional automotive products and services to our community. As a registered dealer, we are committed to adhering to all industry regulations and standards while ensuring customer satisfaction. Please find attached the necessary documentation for your records. Thank you for your support and we look forward to a successful partnership.

Sincerely,  
[Your Name]  
[Your Title]  
[Your Dealership Name]  
[Signature (if sending a hard copy)]