

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

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: KBB Evaluation Request

I hope this letter finds you well. I am writing to request a formal evaluation of my vehicle as per the Kelley Blue Book (KBB) standards. Below are the details of my vehicle for your reference:

- **Make and Model:** [Vehicle Make and Model]
- **Year:** [Vehicle Year]
- **VIN:** [Vehicle Identification Number]
- **Mileage:** [Current Mileage]
- **Condition:** [Brief description of the vehicle's condition]

I would appreciate it if you could provide me with an estimated value based on the vehicle's current market conditions and KBB guidelines. Please let me know if you require any additional information or documentation.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]