

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

Kelley Blue Book

[Their Address]  
[City, State, Zip Code]

Subject: Request for Vehicle Appraisal

Dear Kelley Blue Book Appraisal Team,

I hope this letter finds you well. I am writing to formally request an appraisal for my vehicle, [Make, Model, Year], with VIN: [Vehicle Identification Number].

The details of my vehicle are as follows:

- Mileage: [Mileage]
- Condition: [Description of condition; e.g., excellent, good, fair]
- Any additional features or modifications: [List any additional features]

I would appreciate your assistance in providing a detailed appraisal value for my vehicle. Please let me know if you require any further information to facilitate this process.

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

Sincerely,  
[Your Name]