

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

[Recipient's Name]
[Company Name]
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request a price adjustment for my vehicle listed on Kelley Blue Book.

Details of the Vehicle:

- Make: [Vehicle Make]
- Model: [Vehicle Model]
- Year: [Vehicle Year]
- VIN: [Vehicle Identification Number]

I believe an adjustment is warranted due to [briefly explain reason, e.g., condition, market trends, etc.]. I have attached relevant documentation to support my request, including [list any documents such as appraisal reports, photos, etc.].

I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]