

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

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

Dear [Dealership Manager's Name],

I hope this letter finds you well. I am writing to inquire about the trade-in value of my vehicle, which I would like to assess using the Kelley Blue Book (KBB) guidelines.

Vehicle Details:

- Make: [Your Vehicle Make]
- Model: [Your Vehicle Model]
- Year: [Your Vehicle Year]
- Mileage: [Current Mileage]
- VIN: [Vehicle Identification Number]
- Condition: [Describe Condition, e.g., Excellent, Good, Fair, etc.]

I believe my vehicle qualifies for consideration at the [specific KBB value range] based on its condition and market trends. I would appreciate it if you could provide me with your assessment and any additional details regarding the trade-in process at your dealership.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,
[Your Name]