

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Kelley Blue Book]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a vehicle valuation for my [Year, Make, Model of Vehicle] with VIN [Vehicle Identification Number].

The vehicle is in [describe the condition of the vehicle, e.g., excellent, good, fair, or poor], and has the following features:

- [List notable features, e.g., mileage, color, any upgrades].
- [Additional relevant details, e.g., service history, accident history].

I would appreciate it if you could provide me with an accurate value based on current market conditions.

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

Sincerely,  
[Your Name]