

[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 or "Team"],
I hope this message finds you well. I am writing to inquire about the valuation of my vehicle through Kelley Blue Book (KBB). I would like to understand the process and any necessary steps to facilitate the valuation.

Details of my vehicle are as follows:

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

I would appreciate any assistance or guidance you can provide regarding my vehicle's valuation and potential selling options available at your dealership.

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

Best regards,
[Your Name]