

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

[Recipient Name]
[Recipient Address]
[City, State, ZIP Code]

Subject: Purchase Agreement for Vehicle

Dear [Recipient Name],

I am writing to confirm our agreement regarding the purchase of the vehicle as outlined below:

****Vehicle Details:****

Make: [Make]

Model: [Model]

Year: [Year]

VIN: [VIN]

Sale Price: [Agreed Sale Price]

****Terms of Sale:****

- ****Payment Method:**** [Cash/Financing/Other]
- ****Deposit Amount:**** [Deposit Amount, if applicable]
- ****Balance Due:**** [Remaining Balance]
- ****Date of Transfer:**** [Agreed Transfer Date]

This purchase agreement is subject to the final inspection of the vehicle and the completion of necessary paperwork. Please review and confirm your acceptance of these terms by signing below.

Thank you for your cooperation. I look forward to completing this transaction.

Sincerely,

[Your Signature]

[Your Printed Name]

****Acknowledgment:****

I, [Recipient Name], agree to the terms outlined in this purchase agreement.

[Recipient Signature]

[Date]