

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]
Subject: Sale Confirmation
Dear [Recipient's Name],
I am writing to confirm the sale of the following item:
Item Description: [Description of the item]
Sale Price: \$[Amount]
Sale Date: [Date of sale]
Please find attached any relevant documents, including the [warranty,
receipt, etc.].
Thank you for your prompt attention to this matter. I look forward to
completing this transaction.
Sincerely,
[Your Name]
[Your Signature (if sending a hard copy)]