

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to request the trade appraisal results for my vehicle, a [Year, Make, Model] with VIN [VIN Number], which I submitted for appraisal on [Date of Submission].

I would appreciate it if you could provide the details of the appraisal, including the trade-in value determined by KBB, any factors that influenced this valuation, and next steps in the trading process.

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

Sincerely,
[Your Name]