

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Dealer's Name]
[Dealership Name]
[Dealership Address]
[City, State, Zip Code]

Dear [Dealer's Name],

I hope this letter finds you well. I am writing to propose a trade-in for my current vehicle, a [Year, Make, Model, VIN]. I have researched its value using the Kelley Blue Book (KBB) guide and would like to discuss the possibility of trading it in for a [Year, Make, Model] that I found at your dealership.

According to KBB, the estimated fair market value of my vehicle in [Condition: Excellent, Good, Fair, etc.] is approximately [\$Value]. I believe this is a fair assessment based on its condition, mileage, and market demand.

I would appreciate the opportunity to discuss this trade-in and any additional costs involved in acquiring the new vehicle. Please let me know when it would be convenient for us to meet or if you need any further information from my side.

Thank you for your time and consideration. I look forward to your response.

Sincerely,
[Your Name]