

[Your Dealership/Business Name]
[Your Dealership/Business Address]
[City, State, ZIP Code]
[Phone Number]
[Email Address]
[Date]
[Customer's Name]
[Customer's Address]
[City, State, ZIP Code]
Subject: Car Sale Receipt
Dear [Customer's Name],
Thank you for your purchase! Below is the receipt for your vehicle sale.
Receipt No: [Receipt Number]
Date of Sale: [Date]
Vehicle Information:
- Make: [Vehicle Make]
- Model: [Vehicle Model]
- Year: [Vehicle Year]
- VIN: [Vehicle Identification Number]
Purchase Details:
- Sale Price: \$[Sale Price]
- Trade-in Allowance: \$[Trade-in Value]
- Sales Tax: \$[Sales Tax Amount]
- Total Amount Due: \$[Total Amount]
Payment Method:
- [Payment Method - Cash, Credit Card, Financing, etc.]
- [Payment Details - Account Number, Transaction ID, etc. if applicable]
Thank you for choosing [Dealership/Business Name]. Please keep this receipt for your records.
Sincerely,
[Your Name]
[Your Position]
[Your Dealership/Business Name]