

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

[Recipient Name]  
[Recipient Title/Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, ZIP Code]  
Subject: Verification of Car Sale

Dear [Recipient Name],  
I am writing to formally verify the sale of my vehicle, details of which are as follows:

- \*\*Make:\*\* [Car Make]
- \*\*Model:\*\* [Car Model]
- \*\*Year:\*\* [Car Year]
- \*\*VIN (Vehicle Identification Number):\*\* [VIN]
- \*\*Sale Price:\*\* [Sale Price]
- \*\*Date of Sale:\*\* [Date of Sale]
- \*\*Buyer's Name:\*\* [Buyer's Name]
- \*\*Buyer's Address:\*\* [Buyer's Address]

This letter confirms that the aforementioned vehicle has been sold to the buyer listed above and that I, the seller, have received the full payment.

Should you require any further information or documentation to complete your records, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Signature (if sending a hard copy)]