

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

[Recipient Name]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inform you that I have decided to sell my car, a [Year] [Make] [Model], which is currently in [condition/working order].

Details of the car are as follows:

- VIN: [Vehicle Identification Number]
- Mileage: [Mileage]
- Asking Price: [Price]

If you or someone you know may be interested in purchasing the vehicle, please feel free to reach out to me at [Your Phone Number] or [Your Email Address].

Thank you for considering this opportunity.

Best regards,

[Your Name]