

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Acknowledgment of Vehicle Sale

We are pleased to acknowledge the sale of the following vehicle:

****Vehicle Details:****

- Make: [Vehicle Make]

- Model: [Vehicle Model]

- Year: [Vehicle Year]

- VIN: [Vehicle Identification Number]

- Sale Price: [Sale Price]

This letter serves as confirmation that the vehicle was sold on [Sale Date]. We appreciate your business and trust that you are satisfied with your purchase.

Should you have any questions or require further assistance, please do not hesitate to contact us at [Your Contact Information].

Thank you for choosing [Your Company Name].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]