

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

[Buyer's Name]
[Buyer's Address]
[City, State, Zip Code]

Subject: Vehicle Sale Confirmation

Dear [Buyer's Name],

I am pleased to confirm the sale of the vehicle detailed below:

****Vehicle Information****

Make: [Make]

Model: [Model]

Year: [Year]

VIN: [VIN]

Mileage: [Mileage]

****Sale Details****

Sale Price: [Sale Price]

Deposit Received: [Deposit Amount]

Remaining Balance: [Remaining Balance]

Payment Method: [Payment Method]

Sale Date: [Sale Date]

The vehicle will be sold "as-is," and I confirm that there are no outstanding liens or encumbrances on the vehicle. Please review the information above and let me know if there are any discrepancies.

Thank you for your business!

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]