

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

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

Dear [Recipient's Name],

Subject: Letter of Intent for Vehicle Sale

I am writing to express my intent to purchase the [make, model, year of the vehicle] currently owned by you. The details of the proposed transaction are as follows:

1. ****Vehicle Details****:

- Make: [Make]
- Model: [Model]
- Year: [Year]
- VIN: [Vehicle Identification Number]
- Mileage: [Mileage]

2. ****Purchase Price****:

- I am willing to offer [Price] for the vehicle.

3. ****Payment Method****:

- The payment will be made via [Cash, Certified Check, Wire Transfer, etc.].

4. ****Inspection and Approval****:

- I would like to conduct a thorough inspection of the vehicle before the final sale, tentatively scheduled for [Date].

5. ****Closing Date****:

- I propose to complete the transaction by [Closing Date].

6. ****Additional Terms****:

- [Any additional terms or conditions related to the sale.]

This letter serves as a formal expression of my interest in the purchase and is intended to outline the basic terms of the sale. If you agree to these terms, please sign below and return a copy to me at your earliest convenience.

Thank you for considering my offer. I look forward to your prompt response.

Sincerely,

[Your Name]

[Recipient's Name]

Accepted on: [Date]