

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

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

Dear [Buyer's Name],

I am writing to confirm the sale of my [make, model, year of vehicle]  
with Vehicle Identification Number (VIN): [VIN Number].

**\*\*Vehicle Details:\*\***

- Make: [Make]
- Model: [Model]
- Year: [Year]
- Color: [Color]
- Mileage: [Mileage]

**\*\*Sale Price:\*\*** \$[Sale Price]

**\*\*Payment Method:\*\*** [Cash, Check, Bank Transfer, etc.]

The vehicle is sold "as-is," and I confirm that I have disclosed any  
known issues. The sale is finalized as of [Date of Sale].

Please find attached any additional documents needed for the sale,  
including the title and bill of sale.

Thank you for your purchase.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]