

[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 Transaction

Dear [Buyer's Name],

This letter serves as a formal agreement regarding the sale of my vehicle, the details of which are as follows:

****Vehicle Information:****

- Make: [Make]
- Model: [Model]
- Year: [Year]
- VIN: [Vehicle Identification Number]
- Odometer Reading: [Odometer Reading] miles

****Sale Price:****

The agreed sale price for the vehicle is [\$Amount].

****Payment Method:****

Payment will be made via [Cash, Check, Bank Transfer, etc.].

****Transaction Date:****

The transaction will take place on [Date].

Upon receipt of the full payment, I will provide you with the signed title and any other necessary documents required for the transfer of ownership.

Please acknowledge your acceptance of this agreement by signing below.

Sincerely,

[Your Signature]

[Your Printed Name]

****Acceptance by Buyer:****

I, [Buyer's Name], agree to the terms outlined in this Vehicle Sale Transaction letter.

[Buyer's Signature]

[Date]