

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

[Dealership Name]
[Dealership Address]
[City, State, Zip Code]

Dear [Salesperson's Name or "To Whom It May Concern"],

Subject: Auto Purchase Agreement

I am writing to confirm my intent to purchase the following vehicle from your dealership:

****Vehicle Details:****

- Make: [Car Make]
- Model: [Car Model]
- Year: [Year]
- VIN: [Vehicle Identification Number]
- Color: [Color]
- Price: [Purchase Price]

****Purchase Terms:****

- Payment Method: [Financing/Cash/Lease]
- Down Payment: [Amount]
- Financing Institution: [Name of Bank/Credit Union, if applicable]
- Trade-In Vehicle: [Details of any trade-in vehicle, if applicable]

Please let me know the next steps required to finalize this purchase. I am looking forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]