

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Dealer's Name]
[Dealership Name]
[Dealership Address]
[City, State, Zip Code]
Dear [Dealer's Name],
Subject: Vehicle Purchase Confirmation
I am writing to confirm the purchase of the vehicle detailed below:
Vehicle Information:
Make: [Make]
Model: [Model]
Year: [Year]
VIN: [Vehicle Identification Number]
Purchase Price: [Price]
I agree to the following terms:
- Deposit: [Deposit Amount]
- Payment Method: [Payment Method]
- Delivery Date: [Expected Delivery Date]
Please let me know if there are any further steps I need to take to complete this transaction. I look forward to your prompt confirmation.
Thank you for your assistance.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]