

[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],

I am writing to formally express my intent to purchase a vehicle from [Dealership Name]. After thorough research and consideration, I have selected the [Make, Model, Year] with VIN: [Vehicle Identification Number].

****Details of the Purchase:****

- ****Vehicle Price:**** \$[Price]
- ****Down Payment:**** \$[Amount]
- ****Financing Terms:**** [Terms, e.g., loan amount, duration, interest rate]
- ****Trade-in Vehicle:**** [Details of any trade-in vehicle, if applicable]
- ****Total Purchase Price:**** \$[Total Amount]

I kindly request the following information and actions to proceed with the purchase:

1. Confirmation of vehicle availability and any applicable fees.
2. A detailed breakdown of the financing options.
3. Information regarding warranty and service plans.
4. Any additional documentation necessary to finalize the purchase.

I am looking forward to your prompt response so we can complete this transaction as soon as possible. Please feel free to contact me at [Phone Number] or [Email Address] should you need further information.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]