

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

[Dealer's Name]  
[Dealership's Name]  
[Dealership's Address]  
[City, State, Zip Code]

Dear [Dealer's Name],

Subject: Vehicle Purchase Inquiry

I hope this message finds you well. I am writing to express my interest in purchasing a vehicle from your dealership.

I have done some research and am particularly interested in [Make, Model, Year] with the following specifications:

- [Specification 1]
- [Specification 2]
- [Specification 3]

Additionally, I would appreciate information regarding the following:

1. Total cost
2. Financing options
3. Warranty details
4. Availability

I am looking to complete this purchase within [time frame]. Please let me know a convenient time for us to discuss this further or if you could provide the necessary details via email.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]