

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

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

Dear [Recipient Name],

I am writing to formally express my intent to purchase the vehicle listed below:

****Vehicle Details:****

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

I have reviewed the terms of purchase and agree to the outlined conditions. Please prepare the necessary documentation for the completion of this transaction.

Thank you for your assistance. I look forward to finalizing this purchase.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]