

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Dealer's Name]  
[Dealer's Address]  
[City, State, Zip Code]  
Dear [Dealer's Name],  
I am writing to confirm my auto purchase transaction for the vehicle  
detailed below:  
\*\*Vehicle Information:\*\*  
Make: [Make]  
Model: [Model]  
Year: [Year]  
VIN: [VIN]  
Purchase Price: [Price]  
\*\*Transaction Details:\*\*  
Date of Purchase: [Purchase Date]  
Payment Method: [Cash/Financing/Lease]  
Down Payment: [Amount]  
Loan Amount (if applicable): [Amount]  
I appreciate your assistance and look forward to completing the  
transaction smoothly. Please let me know if you require any further  
documentation or information from my side.  
Thank you for your attention to this matter.  
Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Printed Name]