

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

[Recipient's Name]
[Recipient's Title]
[Dealership Name]
[Dealership Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to confirm the purchase of the vehicle as discussed. The details of the vehicle are as follows:

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

Please let me know if you need any additional information to process this purchase or if there are any documents I should prepare in advance.

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

Best regards,

[Your Name]

[Your Signature (if sending a hard copy)]