

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

[Dealership Name]
[Dealership Address]
[City, State, ZIP Code]

Dear [Dealership Salesperson's Name],

Subject: Intent to Purchase Vehicle

I hope this letter finds you well. I am writing to express my intent to purchase a [Make, Model, Year of the Car] that I recently viewed at your dealership.

I would like to confirm the following details regarding the vehicle:

- VIN: [Vehicle Identification Number]
- Price: \$[Price]
- Financing/Payment Options: [Details if applicable]

Please let me know the next steps in the purchasing process and any documentation you need from my end. I look forward to your prompt response and hope to finalize this purchase shortly.

Thank you for your assistance.

Sincerely,

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