

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

Dear [Salesperson's Name or "To Whom It May Concern"],

I am writing to formally express my intention to purchase a vehicle from your dealership. After reviewing my options and considering my needs, I have decided on the following vehicle:

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

I would like to finalize the purchase details, including payment options and documentation required. Please let me know a suitable time for us to complete the paperwork and any steps I need to take to facilitate this process.

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

Sincerely,
[Your Name]