

[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 formalize my intent to purchase a vehicle from your dealership. Below are the details of the transaction:

****Vehicle Information:****

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

****Payment Information:****

- Payment Method: [Cash/Financing/Lease]
- Financing Institution (if applicable): [Name of Bank or Lender]
- Down Payment Amount: [Down Payment Amount]

****Purchase Agreement Details:****

- Purchase Agreement Date: [Date of Agreement]
- Expected Delivery Date: [Expected Date of Vehicle Delivery]

Please let me know if there are any additional documents or steps needed to complete this purchase. I appreciate your assistance in this matter and look forward to finalizing the transaction soon.

Thank you for your attention to this letter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]