

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

[Dealer's Name]  
[Dealership Name]  
[Dealership Address]  
[City, State, Zip Code]

Dear [Dealer's Name],  
I am writing to confirm the purchase of the vehicle detailed below:  
\*\*Vehicle Details\*\*

Make: [Vehicle Make]  
Model: [Vehicle Model]  
Year: [Vehicle Year]  
VIN: [Vehicle Identification Number]  
Purchase Price: [Purchase Price]  
\*\*Purchase Details\*\*

Date of Purchase: [Purchase Date]  
Payment Method: [Payment Method] (e.g., cash, financing)  
Trade-In Vehicle: [If applicable, describe trade-in vehicle]  
I appreciate the assistance provided during the purchasing process and  
look forward to taking delivery of my new vehicle on [Delivery Date].  
Please let me know if there are any additional steps that need to be  
taken before the delivery.

Thank you for your attention to this matter.  
Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Printed Name]