

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

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

Subject: Letter of Intent to Purchase Vehicle

Dear [Sales Manager's Name],

I hope this letter finds you well. I am writing to express my intent to purchase a vehicle from [Dealership Name]. After researching various options, I have identified the following vehicle that I am interested in:

- \*\*Make and Model:\*\* [Vehicle Make and Model]
- \*\*Year:\*\* [Year of the Vehicle]
- \*\*VIN (if known):\*\* [Vehicle Identification Number]
- \*\*Price:\*\* [Agreed Purchase Price]

I am prepared to proceed with the purchase contingent upon the following terms:

1. [Any specific terms, such as financing requirements, trade-in details, warranty considerations, etc.]
2. [Additional conditions or requests]

I would appreciate it if you could provide a formal purchase agreement containing the details discussed. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to finalize this agreement or address any questions you may have.

Thank you for your assistance. I look forward to completing this transaction.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]