

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

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

Dear [Salesperson/Manager's Name],

I hope this letter finds you well. I am writing to formally express my intention to purchase a new car and to outline the details of the transaction.

Vehicle Model: [Make and Model]

VIN: [Vehicle Identification Number]

Purchase Price: [\$ Amount]

Payment Method: [Cash/Financing/Lease]

I would appreciate your confirmation of the above details and any additional steps required to finalize the purchase. Please feel free to contact me at your earliest convenience.

Thank you for your assistance.

Sincerely,
[Your Name]