

[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/Manager's Name],

I am writing to confirm the purchase of a vehicle as discussed during our recent transaction. Below are the details of the purchase:

- **Vehicle Make and Model:** [Make and Model]
- **VIN:** [Vehicle Identification Number]
- **Purchase Price:** [Total Amount]
- **Date of Purchase:** [Purchase Date]
- **Payment Method:** [Financing/Cash/Credit Card]

I appreciate your assistance throughout this process and look forward to receiving any necessary documents for registration and ownership transfer.

Thank you for your attention to this matter. Please do not hesitate to contact me if you need any further information.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]