

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

Dear [Sales Manager's Name or To Whom It May Concern],

I am writing to formally express my intention to purchase a vehicle from your dealership. After visiting your showroom and discussing options with your sales team, I have decided to proceed with the purchase of the following vehicle:

****Vehicle Details:****

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

I understand that the agreed purchase price includes taxes, fees, and any additional costs relevant to the transaction. I would like to arrange for the final paperwork to be completed at your earliest convenience.

Please let me know if you require any further information from my side to expedite this process. I look forward to completing this transaction soon.

Thank you for your assistance.

Sincerely,

[Your Name]