

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

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally present an offer for the purchase of the vehicle listed below:

****Vehicle Details:****

Make: [Make]
Model: [Model]
Year: [Year]
VIN: [Vehicle Identification Number]
Mileage: [Mileage]

I would like to offer [Offer Amount] for the purchase of this vehicle. This offer is based on my assessment of the vehicle's condition, market value, and any additional factors we have discussed.

Please review this offer and let me know your thoughts. I am willing to discuss terms and conditions further and can be flexible with the payment schedule.

Thank you for considering my offer. I look forward to your response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]