

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Vehicle Purchase Request

I am writing to formally request the purchase of a new vehicle for [specific purpose, e.g., company use, project needs, or department]. After conducting thorough research and considering our requirements, I recommend the purchase of a [specific vehicle model and year], which aligns with our operational needs and budget.

The reasons for this request are as follows:

1. [Reason 1: e.g., improved efficiency, better fuel economy]
2. [Reason 2: e.g., enhanced safety features]
3. [Reason 3: e.g., maintenance and reliability]

The total estimated cost of this vehicle is [insert cost]. I have attached a detailed proposal that includes quotes from various dealers, specifications of the vehicle, and a cost-benefit analysis.

I believe that this purchase will significantly [mention benefits, e.g., enhance productivity, reduce operational costs]. I appreciate your consideration of this request and look forward to your positive response. Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Job Title]
[Your Department]