

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

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

Subject: Vehicle Sales Purchase Letter

Dear [Salesperson/Manager's Name],

I am writing to confirm my intention to purchase the following vehicle:

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

As per our discussion on [Date of Discussion], I would like to proceed with the purchase. Please find the details concerning the financing arrangement:

- **Down Payment:** [Amount]
- **Financing Amount:** [Amount]
- **Interest Rate:** [Rate]
- **Term:** [Duration]

Additionally, I request that the vehicle be delivered to my address on or before [Delivery Date].

Please confirm the receipt of this letter and the arrangements mentioned.

I am looking forward to completing this transaction smoothly.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]