

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

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

Subject: Trade-In Agreement for XKR

Dear [Dealership Manager's Name],

I am writing to formally confirm the trade-in agreement for my Jaguar XKR, VIN [Your VIN], in connection with the purchase of [New Vehicle Model] at your dealership.

As per our discussion on [Date of Discussion], we have agreed on the following terms:

1. ****Trade-In Vehicle Information****
 - Make: Jaguar
 - Model: XKR
 - Year: [Year]
 - Mileage: [Current Mileage]
 - Condition: [Brief Description of Condition]
2. ****Agreed Trade-In Value****
 - The assessed trade-in value is [Agreed Amount].
3. ****New Vehicle Details****
 - Make: [New Vehicle Make]
 - Model: [New Vehicle Model]
 - Price: [New Vehicle Price]
 - Trade-In Adjustment: [Trade-In Value Applied]
4. ****Transaction Details****
 - Expected date of trade-in: [Date]
 - Additional terms and conditions: [Any additional agreements or conditions].

Please confirm the acceptance of this trade-in agreement by signing below and returning a copy to me. Thank you for your assistance in this matter. I look forward to completing the transaction.

Sincerely,

[Your Signature]
[Your Printed Name]

****Acknowledgment of Trade-In Agreement****

I, [Dealership Manager's Name], acknowledge and accept the trade-in agreement as outlined above.

[Dealership Signature]
[Date]