

Date

Name of dealership  
Attention: Sales/Fleet Manager's Full Name  
Address  
City, State, Zip Code

Re: Vehicle purchase

Dear Mr. or Ms. Sales/Fleet Manager Name :

After examining various dealerships, I have decided to purchase a new or used car make and model.

I want some specific features on the car. In this paragraph, describe the features you would want. Include the make of the car, the year, color and power options. Be precise. Remember, if you are not specific don't expect the dealer to meet your requirements.

My research has led me to determine that I should be able to purchase this auto for the price you are willing to pay. The dealer will work from this figure.

I will get back to you in number of days. Until then, I will be contacting other dealers interested in my business. After my initial bid is selected, I will lock in financing for the auto's purchase within number of days.

If your dealership is interested in my offer, please be sure to include all dealer-added costs and list them according to the options that I requested. If you offer an alternative option package that would be a better value, please list it as a separate bid.

I have had no personal contact with this dealership or specific sales representative so this would be a "house" sale. I feel any other way would be unfair to other employees.

Should you choose to respond to my bid with an offer, please fax the information to me at fax number. I will not be accepting bids after date your offer is no longer in effect.

Thank you for taking time to assist me with my vehicle purchase. I look forward to your prompt response and the possibility of doing business with your dealership.

Sincerely,

Your signature  
Your printed name  
Your mailing address  
Your phone number  
Your fax number