

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:  
Name  
Address Line 1  
Address Line 2  
City, State Zip Code

Date

Name  
Company  
Address Line  
City, State Zip Code

Re: Announcement – Car for Sale

Dear Car Connoisseur:

I am selling my car. This wonderful car has given me many good years of service and has been a joy to drive. My car is a {year} {make} {model}. It is a beautiful {color} {sedan/coupe}. It has all the standard equipment and so much more. It has a leather interior, sunroof, 6-disk CD player, AM/FM/XM radio, dual/side airbags, alloy wheels, and so much more. You have to see and test-drive this car to appreciate all it has to offer. I hate to part with it, but I will be moving to England in three months. All maintenance records are available upon request. Please contact me if you have any questions.

Sincerely,

N A M E