

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

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

Re: Automobile Quote

Dear :

Per your request I have enclosed a detailed automobile quote for the 2005 Name of Vehicle. If you have any questions concerning certain charges, please do not hesitate to contact me at your earliest convenience.

Sincerely,

N A M E