

Dealership Enquiry Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Date]

[Dealership Name]

[Dealership Address]

[City, State, Zip Code]

Dear Sir/Madam,

Subject: Enquiry for [Car Make and Model]

I hope this letter finds you well. I am writing to express my interest in purchasing a [Car Make and Model] from your esteemed dealership. Having researched various options in the market, I am impressed with the reputation of your dealership and the exceptional services you provide to your customers.

I am particularly interested in the [Car Make and Model] for its outstanding features, safety ratings, and overall reliability. As someone who values both style and performance, I believe this vehicle aligns perfectly with my requirements.

In light of my interest, I would like to request the following information:

1. Availability: Could you please confirm if you currently have the [Car Make and Model] in stock? If not, what is the estimated time of arrival for new shipments?
2. Pricing and Financing Options: I would appreciate receiving a detailed breakdown of the pricing, including any available discounts or promotions. Additionally, please provide information about financing options and any ongoing special financing deals.
3. Test Drive: I am keen to experience the driving capabilities of the [Car Make and Model]. Kindly

arrange a convenient time for me to take a test drive at your dealership.

4. Trade-In Option: If applicable, I would like to explore the possibility of trading in my current vehicle. Please let me know the process for assessing the trade-in value.

5. Warranty and After-Sales Services: Please furnish details about the vehicle's warranty coverage and the after-sales services your dealership provides to customers.

6. Additional Accessories and Packages: Inform me about any optional accessories or packages available for the [Car Make and Model], such as extended warranty, maintenance packages, or technology upgrades.

I understand that purchasing a car is a significant decision, and I would greatly appreciate your assistance in providing the requested information to aid in my decision-making process.

Please feel free to contact me via email or phone to discuss any further details. I look forward to hearing from you soon and visiting your dealership to finalize the purchase of the [Car Make and Model].

Thank you for your time and attention.

Sincerely,

[Your Name]