

Proposal

Business



Proposal Your Address Recipient Recipient Address Dear Sean, Recently I was informed that you are looking for a used car for your teenage child. I am writing this letter to forward you a proposal for my used car as I recently received a new one as a gift and I am no longer in need of the older one. My old car is Civic, 2000 model; I am ready to sell it for \$10, 000 and I am ready to accept an offer from your end in accordance to your desired budget (Ancas 36). You do not need to pay the entire amount in one go, we can divide the payments in 4 different sections and you can compensate for the car over a period of one year. The car has been a one owner car and was purchased directly from the vendor. I know the car from inside out, it has no major issues, and except the music system of the car is not functional. I have been informed that your child has never driven a car and it is his first car, keeping this in mind my car is the best option for your child as your child can easily learn how to drive on an old car. I personally can teach your child about how to drive the vehicle.

Hoping to hear from you as early as 12th May 2012 to discuss the deal and finalize the deal, I will be expecting a favorable response from you.

Yours Sincerely

Signature

Your name

Works Cited

Ancas, Mike. Honda & Acura performance handbook. St. Paul, MN:

Motorbooks International, 2004. Print.