

## Letter to Inquire about Leasing a Vehicle

**This package contains:**

1. Instructions & Checklist for Writing a Letter to Inquire about Leasing a Vehicle
2. Letter to Inquire about Leasing a Vehicle

## Instructions & Checklist for a Letter to Inquire about Leasing a Vehicle

- This package contains: (1) Instructions & Checklist for a Letter to Inquire about Leasing a Vehicle; and (2) Letter to Inquire about Leasing a Vehicle.
  
- This form is designed to assist you in drafting a letter to a car dealership inquiring about the availability of vehicles for lease.
  
- Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.
  
- Be sure to sign the letter and to make a copy before sending it out.
  
- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.
  
- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.
  
- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at [findlegalforms.com](http://findlegalforms.com).

[Your Name]  
[Street Address]  
[City, State ZIP Code]  
[phone number - optional]  
[email address - optional]

September 9, 2009

[Name of Recipient]  
[Title]  
[Company Name]  
[Street Address]  
[City, State ZIP Code]

Dear [Name of Recipient]:

I am interested in the possibility of leasing a [car/truck/RV, etc.] from you. Since I have owned all the previous vehicles I've ever driven, I'm not familiar with how leasing works, so before I come to your showroom to look at the vehicles you have available, I'd like to get an idea of the advantages and disadvantages of the process.

Would you please send me whatever detailed information you have available that would help inform me, including, of course, the terms and conditions of a leasing contract.

Once I have looked over the information, I'll be able to decide if I want to inquire further, and if so will call for an appointment.

Thank you for your assistance. I look forward to hearing from you.

Sincerely,

[Your Name]

Enclosures