

Letter Asking Former Owner of a Used Car about Problems with the Car

This package contains:

1. Instructions & Checklist for Writing a Letter Asking the Former Owner of a Used Car about Problems with the Car
2. Letter Asking the Former Owner of a Used Car about Problems with the Car

Instructions & Checklist for a Letter Asking Former Owner of a Used Car about Problems with the Car

- This package contains: (1) Instructions & Checklist for a Letter Asking the Former Owner of a Used Car about Problems with the Car; and (2) Letter Asking the Former Owner of a Used Car about Problems with the Car.

- This form is designed to assist you in drafting a letter to the former owner of your car telling him about a problem/problems you are having with the car, and asking for information or other assistance he can give you to help resolve the problem(s).

- 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.

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

August 22, 2009

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

Dear [Name of Recipient]:

I am writing to ask for your help in resolving a problem that has developed with the car I bought from you on [Date of Purchase], a [Make, Model, Year].

[Here, briefly describe the problem you're having with the car and what information or other assistance you are asking the former owner to provide, i.e.: *The car was driving fine until yesterday, when it just stopped running, and I had to have it towed to the shop. My mechanic claims that the transmission is bad and will probably need to be replaced.*

I remember your telling me that you had extensive work done on the transmission fairly recently. I would appreciate it very much if you could send me whatever paperwork you have on that job -- details of the work done, receipts, warranty on the work, etc. At the very least, if you can't locate any of those items, please let me have the name, address and phone number of the mechanic who did the work, so that my mechanic can contact him.

As you can imagine, I need the paperwork rather urgently, and I am enclosing a self-addressed stamped envelope for your convenience in responding as soon as possible.

Thank you in advance for your help.

Cordially,

[Your Name]

Enclosure