28-05-20XX

Michelle Johnson  
Classic Honda Showroom  
City Tower Michigan

Subject: Letter requesting bill of sale for car

Dear Sir,

I am Anderson, working as an assistant manager in XYZ company. I usually travel far off places to introduce my company products. In order to fulfill the traveling demands, I purchased a car from your showroom on behalf of my company. To claim that amount which I spent in order to purchase the car, I need the original bill of sale which is usually issued to the customer at the time of purchase. The company is to pay for this purchase as the car has been purchased purely for its own sake. The company is not accepting the claim without that bill of sale.

Unfortunately, due to intensive traveling, I could not manage to collect the bill of sale from your showroom despite your strict instructions regarding this. I know you a kindhearted person and will help me get my spent money back which was used for this purchase. So, I request you to issue me an original bill of sale of that car which I purchased from your showroom. It will be a great virtue from your side.

Please issue the aforesaid bill as soon as possible. If you need further clarification in this regard, you may contact us at the email address provided below.

Anderson.

Assistant manager stars marketing company

[Email]