28-05-20XX

Michelle Johnson  
Classic Honda Showroom  
City Tower Michigan

Subject: Letter requesting bill of sale for car

Dear Sir,

I would like to say thanks for providing me such a top-quality car with a special discount. I am writing this letter to request the bill of sale for this car. I forgot to collect the bill from your showroom at the time of purchasing that car. It came to my mind after some time when I had crossed the city.

You know I purchased this car to complete my company’s work and it will pay me for this purchase. When I submitted the claim to the accounts department for this purchase, they demanded the original bill of sale which I was not able to produce at that time. So, I hereby forward my request to issue me a bill of sale on your letter pad as soon as possible. I shall be very thankful to you for this act of kindness.

Regards,

Alex Stewart.