

[INSERT FULL NAME]

[INSERT JOB TITLE]

[INSERT COMPANY NAME]

[INSERT COMPLETE ADDRESS]

**Subject: Vehicle Report**

Dear Mr. /Ms. [INSERT SURNAME]:

Thank you for trusting [INSERT COMPANY NAME] in your choice of used vehicles. As part of our agreement to deliver important information regarding your chosen vehicle, we have enclosed a vehicle report for your unit. This report contains detailed information about the vehicle, particularly historical details such as ownership, registration history, usage records, and etc.

As further provided in our agreement, you have the option of rescinding the contract or choosing another vehicle should you find any information contained in the attached report inconsistent with the representation made during all our previous discussions. Should you decide to rescind or choose another vehicle, please return the enclosed vehicle report to us together with your request.

Please don’t hesitate to call or email me at [INSERT CONTACT NUMBER], [INSERT EMAIL ADDRESS] for any concerns in connection with the enclosed vehicle report.

Very truly yours,

[INSERT FULL NAME]

[INSERT JOB TITLE]

[INSERT COMPANY NAME]

 [INSERT VEHICLE MODEL AND MAKE]

[INSERT VEHICLE IDENTIFICATION NO.]

**1. OWNERSHIP HISTORY**

Year purchased: [INSERT DETAILS]

No. of owners: [INSERT DETAILS]

Previous Vehicle Identification Number:

1st owner : [INSERT DETAILS]

2nd owner : [INSERT DETAILS]

Type of owners:

1st owner : [INSERT DETAILS]

2nd owner : [INSERT DETAILS]

Length of ownership:

1st owner : [INSERT DETAILS]

2nd owner : [INSERT DETAILS]

State Used/Driven:

1st owner : [INSERT DETAILS]

2nd owner : [INSERT DETAILS]

Other State/Province Used/Driven : [INSERT DETAILS]

Estimated Miles Driven Per Year : [INSERT DETAILS]

Last odometer reading : [INSERT DETAILS]

**2. BRAND INFORMATION**

(A brand is attached to the title of the vehicle regardless of the state/province where the said vehicle has been driven or used. A brand refers to the status of a certain vehicle that is either rescued, rebuilt, junked, stolen, and etc.)

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| **Brand** | **Result** | **Details** |
| 1. Stolen | [INSERT RESULT] | [INSERT DETAILS] |
| 2. Rescued | [INSERT RESULT] | [INSERT DETAILS] |
| 3. Total Loss | [INSERT RESULT] | [INSERT DETAILS] |
| 4. Junked | [INSERT RESULT] | [INSERT DETAILS] |
| 5. Rebuilt | [INSERT RESULT] | [INSERT DETAILS] |
| 6. Bond | [INSERT RESULT] | [INSERT DETAILS] |
| 7. Flood | [INSERT RESULT] | [INSERT DETAILS] |
| 8. Gray Market | [INSERT RESULT] | [INSERT DETAILS] |
| 9. Disclosed Damage | [INSERT RESULT] | [INSERT DETAILS] |
| 10. Reissued VIN | [INSERT RESULT] | [INSERT DETAILS] |
| 11. Odometer | [INSERT RESULT] | [INSERT DETAILS] |
| 12. Dismantled | [INSERT RESULT] | [INSERT DETAILS] |
| 13. Antique/Classic | [INSERT RESULT] | [INSERT DETAILS] |
| 14. Title Copy | [INSERT RESULT] | [INSERT DETAILS] |
| 15. Rented/Taxi | [INSERT RESULT] | [INSERT DETAILS] |
| 16. Agricultural | [INSERT RESULT] | [INSERT DETAILS] |
| 17. Undisclosed Chattel Mortgage | [INSERT RESULT] | [INSERT DETAILS] |

**3. ADDITIONAL HISTORY**

(Information regarding any functional issues and accidents)

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| **Issue/Accident** | **Result** | **Comments** |
| 1. Structural Damage | [INSERT RESULT] | [INSERT COMMENT] |
| 2. Accident Damage | [INSERT RESULT] | [INSERT COMMENT] |
| 3. Manufacturer Recall | [INSERT RESULT] | [INSERT COMMENT] |
| 4. Odometer Check | [INSERT RESULT] | [INSERT COMMENT] |
| 5. Airbag Deployment | [INSERT RESULT] | [INSERT COMMENT] |

**4. DETAILED VEHICLE INFORMATION**

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| **STANDARD DATA** |
| 1. Body type | [INSERT DETAILS] |
| 2. Drive Line | [INSERT DETAILS] |
| 3. Model | [INSERT DETAILS] |
| 4. Model Year | [INSERT DETAILS] |
| 5. Fuel Type | [INSERT DETAILS] |
| 6. Engine Type | [INSERT DETAILS] |
| 7. Manufactured | [INSERT DETAILS] |
| 8. Make | [INSERT DETAILS] |
| 9. Corporation | [INSERT DETAILS] |
| 10. Vehicle Class | [INSERT DETAILS] |
| 11. Production Sequence Number | [INSERT DETAILS] |

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| **DIMENSIONS** |
| 1. Length (in) | [INSERT DETAILS] |
| 2. Wheelbase (in) | [INSERT DETAILS] |
| 3. Fuel Capacity (gal) | [INSERT DETAILS] |
| 4. Leg Room - Rear (in) | [INSERT DETAILS] |
| 5. Leg Room - Rear (in) | [INSERT DETAILS] |
| 6. Track - Rear (in) | [INSERT DETAILS] |
| 7. Passenger Volume (cu ft) | [INSERT DETAILS] |
| 8. Head Room - Rear (in) | [INSERT DETAILS] |
| 9. Width (in) | [INSERT DETAILS] |
| 10. Estimated Fuel Economy (hwy miles) | [INSERT DETAILS] |
| 11. Leg Room - Front (in) | [INSERT DETAILS] |
| 12. Estimated Fuel Economy (city miles) | [INSERT DETAILS] |
| 13. Height (in) | [INSERT DETAILS] |
| 14. Cargo Volume (cu ft) | [INSERT DETAILS] |
| 15. Head Room - Front (in) | [INSERT DETAILS] |
| 16. Base Curb Weight (lbs) | [INSERT DETAILS] |
| 17. Turning dia (curb - curb) (ft) | [INSERT DETAILS] |

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| **MECHANICAL** |
| 1. Steering | [INSERT DETAILS] |
| 2. Emissions | [INSERT DETAILS] |
| 3. Brakes - Rear | [INSERT DETAILS] |
| 4. Brakes - Anti-Lock Braking System | [INSERT DETAILS] |
| 5. Brakes - Front | [INSERT DETAILS] |
| 6. Cruise Control | [INSERT DETAILS] |

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| **SAFETY** |
| 1. Child Safety Features | [INSERT DETAILS] |
| 2. Airbag - Front Passenger Side | [INSERT DETAILS] |
| 3. Airbag - Driver Side | [INSERT DETAILS] |
| 4. Safety Belt Systems | [INSERT DETAILS] |
| 5. Airbag - Occupant Sensor | [INSERT DETAILS] |
| 6. Emergency Trunk Release | [INSERT DETAILS] |
| 7. Child Seat Anchor | [INSERT DETAILS] |
| 8. Side Impact Protection | [INSERT DETAILS] |
| 9. Lights | [INSERT DETAILS] |
| 10. Child Seat Anchors | [INSERT DETAILS] |
| 11. Remote Keyless Entry | [INSERT DETAILS] |
| 12. Immobilizing System | [INSERT DETAILS] |
| 13. Bumpers | [INSERT DETAILS] |

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| **INTERIOR** |
| 1. Seats - Rear | [INSERT DETAILS] |
| 2. Floor Mats | [INSERT DETAILS] |
| 3. Storage | [INSERT DETAILS] |
| 4. Defoggers | [INSERT DETAILS] |
| 5. Power Locks | [INSERT DETAILS] |
| 6. Air Conditioning | [INSERT DETAILS] |
| 7. Visors | [INSERT DETAILS] |
| 8. Seats - Driver | [INSERT DETAILS] |
| 9. Displays | [INSERT DETAILS] |
| 10. Power Outlet(s) | [INSERT DETAILS] |
| 11. Seats - Front | [INSERT DETAILS] |
| 12. Windows | [INSERT DETAILS] |
| 13. Consoles | [INSERT DETAILS] |
| 14. Steering Column | [INSERT DETAILS] |
| 15. Instrument Panels | [INSERT DETAILS] |
| 16. Audio - CD/MP3/Radio | [INSERT DETAILS] |