
Sample 6: Letter to the motor dealer saying not to sell your trade-in car as finance wasn't approved

(Date)

(Manager's name)
(Motor dealer's name)
(Address)

(Your name)
(Address)

Dear (Manager's name)

No sale of trade-in vehicle—finance not approved

On (date), I signed a contract to buy the car (registration number) and trade in my vehicle (registration number).

My contract was subject to finance approval, and I am writing to let you know my finance has not been approved.

As a result, I am writing to direct you to not sell my trade-in vehicle.

Yours sincerely

(Your signature)
(Your name)