

[Your Name]
[Your Title/Company]
[Your Phone Number]
[Your Email Address]

[Date]

[Manager Name]
[Dealership Name]
[Address]
[City, State, Zip Code]

Dear [Manager Name],

My name is [Your Name] and I am with [Your Company Name]. I am writing to you today because I have been following the success of [Dealership Name] and believe there is a significant opportunity for us to work together to enhance your current service offerings.

At [Your Company Name], we specialize in [mention 1-2 specific services, e.g., specialized vehicle detailing, financing technology, or aftermarket warranty solutions]. Our goal is to help dealerships like yours increase customer satisfaction and improve overall profitability through [mention specific benefit, e.g., faster turnaround times or increased per-unit revenue].

I would appreciate the opportunity to briefly introduce myself and discuss how our services can be tailored to meet the specific needs of your inventory and clientele. Would you have 10 minutes available next Tuesday or Wednesday for a quick introductory call?

I have attached a brief overview of our successful partnerships with other dealerships in the region for your review.

Thank you for your time and consideration. I look forward to the possibility of working with the team at [Dealership Name].

Sincerely,

[Your Signature]

[Your Printed Name]