

Vehicle Leasing Application

Date: [Insert Date]

To,
[Leasing Company Name]
[Leasing Company Address]
[City, State, Zip Code]

Dear [Leasing Company Contact Name],

Subject: Application for Vehicle Leasing

We are writing to formally request the leasing of a vehicle for our company, [Your Company Name]. The purpose of this application is to acquire a vehicle that will assist in our business operations, specifically for [insert purpose, e.g., transportation of goods, employee travel etc.].

Requested Vehicle Specifications:

- Vehicle Type: [e.g., Sedan, SUV, Truck]
- Make and Model: [e.g., Toyota Camry]
- Lease Duration: [e.g., 36 months]
- Mileage Allowance: [e.g., 15,000 miles per year]

We appreciate your assistance in processing this application. Please find the required documents attached for your review. Should you need any further information or clarification, feel free to contact me at [Your Phone Number] or [Your Email].

Thank you for your prompt attention to this matter. We look forward to your favorable response.

Warm regards,

[Your Full Name]
[Your Position]
[Your Company Name]
[Company Address]
[City, State, Zip Code]