

Vehicle Leasing Request for Personal Use

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Leasing Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Leasing Manager's Name],

I am writing to formally request a vehicle lease for personal use. I am interested in leasing a [Specify Vehicle Model, e.g., Toyota Camry] for a duration of [Specify Lease Term, e.g., 36 months].

Here are my preferences regarding the vehicle:

- Model: [Specify Vehicle Model]
- Color: [Preferred Color]
- Included Features: [List Desired Features]

I believe that leasing a vehicle for personal use will greatly enhance my mobility and convenience. I am prepared to comply with all necessary terms and conditions associated with the leasing agreement.

Thank you for considering my request. I look forward to your prompt response regarding the next steps in the leasing process.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]