

Vehicle Usage Authorization Letter

Date: [Insert Date]

To Whom It May Concern,

This letter serves to authorize [Contractor's Name/Company Name], located at [Contractor's Address], to use the vehicle(s) listed below for the purpose of conducting services on behalf of [Your Company Name].

Authorized Vehicle(s):

- Make: [Vehicle Make], Model: [Vehicle Model], Year: [Vehicle Year], License Plate: [License Plate Number]
- Make: [Vehicle Make], Model: [Vehicle Model], Year: [Vehicle Year], License Plate: [License Plate Number]

The authorization is valid from [Start Date] to [End Date]. The contractor is permitted to use the vehicle(s) for [specify the type of services or activities].

All vehicle usage must comply with local laws and regulations. The contractor is responsible for any damages incurred during the usage period.

If you have any questions or require further information, please contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]