

Vehicle Usage Authorization Letter

Date: _____

To Whom It May Concern,

This letter serves to authorize [Employee's Name], holding the position of [Position] at [Company Name], to use the company vehicle (License Plate Number: _____) for the purpose of delivery services.

The authorized usage period is from [Start Date] to [End Date]. During this time, [Employee's Name] is permitted to operate the vehicle to carry out official delivery tasks assigned by the company.

Please ensure that all vehicle usage guidelines are adhered to during this period. For any inquiries, feel free to contact me at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Company Address]
[Contact Information]