

Vehicle Usage Authorization

Date: [Insert Date]

To Whom It May Concern,

This letter serves to authorize [Employee's Name], holding the position of [Employee's Position] in [Department/Division], to use the company vehicle for business-related travel.

Details of Travel:

- **Destination:** [Insert Destination]
- **Purpose:** [Insert Purpose of Trip]
- **Dates of Travel:** [Insert Dates]

Please ensure this vehicle is used in accordance with company policies and is returned in good condition upon completion of the trip.

If there are any questions or concerns, please feel free to contact me directly.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]