

Vehicle Usage Authorization Letter

Date: [Insert Date]

To Whom It May Concern,

This letter serves to authorize the use of the vehicle described below for the purpose of event coordination on [Insert Event Date].

Vehicle Details:

- Make: [Insert Vehicle Make]
- Model: [Insert Vehicle Model]
- Color: [Insert Vehicle Color]
- License Plate Number: [Insert License Plate Number]

The vehicle will be operated by [Insert Driver's Name] and is to be used for [Insert Purpose of Vehicle Use].

Should you have any questions or require further verification, please feel free to contact me at [Insert Your Phone Number] or [Insert Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Insert Contact Information]