

# Vehicle Usage Authorization for Maintenance

Date: [Insert Date]

To Whom It May Concern,

I, [Your Name], the [Your Position] of [Your Company/Organization], hereby authorize the maintenance team to use the vehicle described below for maintenance purposes:

- **Vehicle Make and Model:** [Insert Make and Model]
- **Vehicle Registration Number:** [Insert Registration Number]
- **Authorized Personnel:** [Insert Names of Individuals Authorized]

This authorization is valid from [Start Date] to [End Date]. Please ensure that the vehicle is returned in good condition after maintenance.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]

[Contact Information]