

Vehicle Usage Authorization Letter

Date: [Insert Date]

To Whom It May Concern,

I, [Your Name], the [Your Position] at [Company/Organization Name], hereby authorize [Employee's Name] to use the company vehicle, [Vehicle Make and Model], with license plate number [License Plate Number], for personal use.

This authorization is valid from [Start Date] to [End Date]. The vehicle is to be used responsibly and must be returned in the same condition it was borrowed. All necessary insurance and liability policies will remain applicable during the vehicle's usage.

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Contact Information]