

# Request for Vehicle Disposal

**Date:** [Insert Date]

**To:** [Recipient's Name]

**Title:** [Recipient's Title]

**Company/Organization:** [Recipient's Company]

**Address:** [Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the disposal of a vehicle that is no longer operational and has reached the end of its useful life. Below are the details of the vehicle:

- **Vehicle Make:** [Make]
- **Vehicle Model:** [Model]
- **Year:** [Year]
- **VIN:** [Vehicle Identification Number]
- **Mileage:** [Mileage]

The vehicle has been rendered inoperable due to [briefly explain the reason for disposal]. Therefore, I kindly request your approval to proceed with the disposal process. Please advise on any necessary steps or documentation needed to facilitate this request.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]

[Your Contact Information]