

Vehicle Use Authorization Letter

Date: [Insert Date]

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

To Whom It May Concern,

This letter serves as an authorization for [Employee's Name], holding the position of [Employee's Position] at [Company Name], to utilize the company vehicle for business purposes.

Details of Vehicle Usage:

- Vehicle Type: [Type/Model of Vehicle]
- License Plate Number: [License Plate Number]
- Purpose of Use: [Brief Description of Business Purpose]
- Duration of Use: [Start Date] to [End Date]

Please allow [Employee's Name] access to the vehicle during the specified time period. Should you have any questions or need further verification, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Company Name]