

Vehicle Use Authorization

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Position]

Department: [Employee Department]

Company: [Company Name]

Dear [Employee Name],

This letter serves to authorize you to use a company vehicle for official business purposes. The details of the authorization are as follows:

- **Vehicle Type:** [Vehicle Type]
- **Vehicle ID:** [Vehicle ID]
- **Authorized Use Period:** [Start Date] to [End Date]
- **Purpose of Use:** [Purpose for Use]

Please ensure that you adhere to all company policies regarding vehicle use and maintenance during this period. Any misuse of the vehicle or violation of policies will lead to revocation of this authorization.

Should you have any questions regarding this authorization, please do not hesitate to contact your supervisor.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Company Name]