

Vehicle Use Authorization for Special Event

Date: [Insert Date]

To Whom It May Concern,

I, [Your Name], in my capacity as [Your Position/Title] of [Your Organization/Company], hereby authorize the use of the following vehicle for the special event detailed below:

Event Details:

- **Event Name:** [Insert Event Name]
- **Date:** [Insert Event Date]
- **Time:** [Insert Event Time]
- **Location:** [Insert Event Location]

Vehicle Details:

- **Vehicle Make and Model:** [Insert Make and Model]
- **License Plate Number:** [Insert License Plate]
- **Authorized Driver:** [Insert Driver Name]

This authorization is valid for the duration of the event and the vehicle is to be used solely for event-related activities. Any misuse of the vehicle will result in revocation of this authorization.

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

Sincerely,

[Your Name]

[Your Position/Title]

[Your Organization/Company]