

# Vehicle Use Authorization for Volunteers

Date: [Insert Date]

To Whom It May Concern,

This letter serves as authorization for [Volunteer Name], a volunteer with [Organization Name], to use the vehicle described below for the purpose of carrying out volunteer activities on behalf of our organization.

**Vehicle Information:**

Make: [Vehicle Make]

Model: [Vehicle Model]

Year: [Vehicle Year]

License Plate: [License Plate Number]

Authorized Usage Period: [Start Date] to [End Date]

Please allow [Volunteer Name] to utilize the above-mentioned vehicle for [specific purpose or activity]. The organization will ensure that the vehicle is returned in the same condition and on time.

If you have any questions or require further information, please feel free to contact me at [Your Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Organization Address]

[Phone Number]

[Email Address]