**Sample Authorization Letter To Use Vehicle**

# AUTHORIZATION LETTER TO USE VEHICLE

To,  
\_\_\_\_\_\_\_\_\_\_ **(Name of the Collegue)**  
\_\_\_\_\_\_\_\_\_\_ **(Department)**  
\_\_\_\_\_\_\_\_\_\_ **(Address)**

Date: \_\_/\_\_/\_\_\_\_ **(Date)**

*Subject: Letter to authorize the use of vehicle*

Dear \_\_\_\_\_\_\_\_\_\_ **(Name of the Colleague),**

I am writing this letter in reference to the request letter that I received from your side on \_\_\_\_\_\_\_\_\_\_**(Date)**. I am \_\_\_\_\_\_\_\_\_\_ **(Your Name)**, from department \_\_\_\_\_\_\_\_\_\_ **(mention your department)**, the owner of the vehicle.

I hereby state that you are allowed to use the vehicle for \_\_\_\_\_\_\_\_\_\_ **(Mention Purpose of using the vehicle)** on \_\_\_\_\_\_\_\_ **(Date)**, from \_\_\_\_\_\_\_\_ **(Time)** to \_\_\_\_\_\_\_\_ **(Time)**.

I expect you to ride the vehicle with the utmost care. If by chance any \_\_\_\_\_\_\_\_\_\_ **(Mishappening/ Misconduct like – Challan, Accident, or Damage)** happens to the vehicle, you shall be held liable. Wishing you a safe ride.

Regards,

\_\_\_\_\_\_\_\_\_\_ **(Your Name)**\_\_\_\_\_\_\_\_\_\_ **(Department)**  
\_\_\_\_\_\_\_\_\_\_ **(Contact Number)**