**AUTHORIZATION LETTER TO USE VEHICLE**

To,

*[Name of the recipient]*

*[Address of the recipient]*

Subject: letter of authorization for vehicle use

Respected sir/madam,

I *[Mention the name]*, a resident of *[Mention the details of address],* own a vehicle *[Mention the details]* with the registration no. *[Mention the registration no.]*. The number of my driving license is *(mention the details)* with the expiry date of *(mention the date).*

With due respect, I would like to inform you that, due to some unavoidable circumstances *(mention the details)*, I will not be able to use that vehicle for some days. For this reason, in my absence, I authorize my *(mention the relation)* named *(mention details)* with the registration ID *(mention details)* and expiry date *[Mention details]* to drive my vehicle.

We only have one vehicle at home, and he/she has to fulfill the duties until I can resume my responsibilities towards my family. I have already attached the related documents and information with this letter to help you in this procedure as per my ability.

I request that you please update this information and help me as soon as possible.  If you have any additional queries or need any other information, please contact me at any time at *[mention phone number]* or through an email *[mention the email address].*

Hope you will consider my request and oblige me.

Thanking you,

With regards

*[Name of the sender]*