**AUTHORIZATION LETTER TO USE VEHICLE**

To,

**[Name of the recipient]**

**[Address of the recipient]**

Subject: letter of authorization for vehicle use

Respected sir/madam,

The purpose of this letter is to inform you that I **(mention the name of the sender)** authorizing **(mention the name of the holder)** for the use of vehicle. **(Mention holder name)** has submitted his/her application for this purpose on the day **(mention the details)** after completing his/her all types of assessments.

We, at this moment, now authorize him/her officially for the use of vehicles. All the process of tests and documentation has been done with all the legal procedures as per the rules of our institution.

We have carefully watched his/her confidence towards his/her driving, and only after the proper assessment has, we concluded granting him/her this authorization by our organization.

He/she now has the proper legal driving license along him/her. We have guided him/her in the best way possible in this matter.

This matter is something very important for any citizen, so we have taken proper of all kinds of situation. All the documents have been verified with proper care and assessment. All the related documents have been enclosed with this letter for your future reference and help, hope you will find this useful.

If you have any further queries, please contact us at **[mention phone number]** or through an email **[mention the email address].**

Thanking you,

With regards

**[Name of the sender]**

**[Date]**