**AUTHORIZATION LETTER TO DRIVE VEHICLE**

To,

(Name)  
(Job Title)  
(Address)  
[Location (city)]

(Date)

Subject: \_\_\_\_\_\_\_\_\_

Dear Mr/Ms XYZ,

I, [Name], resident of [Address] own a [Car Details] make, with a vehicle registration number [Number]. My registration ID is [ID] and I have a licensed vehicle driving license. The registration ID of my driving license is [ID] and registration date is [Date] and expiry date [Date].

With due respect, I would like to say that I am unable to drive the vehicle due to unforeseen circumstances. My doctor has advised me to visit the clinic once in two weeks for the checkup. In my absence, I authorize, [Name] my wife, with registration ID [Number] and registration date [Date] and expiry date [Date] to drive the car. We only have one vehicle at home and she has to fulfill the responsibilities in my absence.

It is a request to update the information and in case of any further information kindly contact me on my phone number [Number].

Yours Sincerely,

Name