

Sample Letter of Authorization to Use Vehicle

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Address]
[City, State, ZIP Code]

Subject: Authorization to Use Vehicle

Dear [Recipient Name],

I, [Your Name], residing at [Your Address], hereby grant permission to [Authorized Person's Name], holding Identification Number [ID Number], to use my vehicle, [Vehicle Make, Model, and Year], with the Vehicle Identification Number (VIN) [VIN Number]. This authorization is effective from [Start Date] to [End Date].

During this period, [Authorized Person's Name] will have full authority to operate the vehicle for personal and/or professional purposes. This letter serves as proof of consent and should be presented upon request by any relevant authority.

Please note that [Authorized Person's Name] is responsible for adhering to all traffic regulations and laws while operating the vehicle. Any legal issues, including traffic violations or fines, that may arise from the use of the vehicle during this period will be the responsibility of [Authorized Person's Name].

Enclosed with this letter are copies of my driver's license and the vehicle's registration documents to verify the legitimacy of this authorization.

Thank you for your attention to this matter. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information or clarification.

Sincerely,

[Your Signature]
[Your Name]