

# Authorization Letter To Use Car

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Subject: Authorization Letter to Use My Car

Dear [Recipient's Name],

I am writing this letter to grant you authorization to use my car, [Car Make and Model], with license plate number [License Plate Number], for the period of [Start Date] to [End Date]. The purpose of this authorization is [briefly explain the reason for using the car, such as a business trip, personal use, etc.].

I understand and acknowledge that you will be responsible for the vehicle during the specified period, including any expenses, maintenance, and adherence to all traffic rules and regulations.

Please be aware that this authorization is granted under the following conditions:

1. You must possess a valid driver's license and adhere to all applicable laws and regulations related to driving and vehicle usage.
2. The vehicle should be used only for the purposes specified in this letter.
3. Any damages or incidents that occur during the authorized period will be your responsibility, and you should take appropriate steps to address them.
4. The vehicle should be returned to me in the same condition as it was at the time of authorization, barring normal wear and tear.
5. You are not permitted to sub-authorize or lend the vehicle to any other individuals without my explicit consent.

6. This authorization does not transfer ownership or title of the vehicle.

Please note that any violations of the above conditions will result in the revocation of this authorization. Should you encounter any issues during your use of the vehicle, please contact me immediately at [Your Phone Number] or [Your Email Address].

I kindly request you to sign a copy of this letter as acknowledgement of your agreement to the terms and conditions outlined herein. Please find an attached copy of your signed acknowledgment for your records.

Thank you for respecting these terms and for your responsible use of my vehicle.

Sincerely,

[Your Signature]

[Your Printed Name]

Acknowledgment of Authorization and Agreement:

I, [Recipient's Name], hereby acknowledge that I have read and understood the terms and conditions outlined in the above Authorization Letter to Use Car provided by [Your Name]. I agree to adhere to these conditions and take full responsibility for the authorized use of the vehicle.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_