

Authorization Letter for Employee to Use Company Vehicle

Subject: Company Vehicle Authorization

To Whom It May Concern,

This letter serves to authorize [Employee Name], [Job Title] with employee ID [Employee ID Number], to operate company vehicle [Vehicle Make and Model], registration number [Registration Number], for official business purposes.

The authorization is effective from [Start Date] and remains valid until [End Date/revocation]. The authorized driver is permitted to use this vehicle for:

- Client meetings and site visits
- Business travel within [specified region/state/country]
- Transportation of company materials and equipment
- Other duties as assigned by management

The employee has been verified to hold a valid driver's license [License Number] and has completed our corporate driver safety training program. All usage must comply with company vehicle policies and traffic regulations.

This authorization may be revoked at any time at the company's discretion.

[Company Name]

[Authorized Signatory Name]

[Title]

[Company Seal]

[Date]

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