

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

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

Subject: Authorization for Vehicle Use

Dear [Recipient Name],

I, [Your Name], hereby authorize [Authorized Driver's Name] to use my vehicle [Make, Model, Year, License Plate Number] for the duration of [specific time period or date].

This authorization includes permission to drive, manage, and operate the vehicle as necessary.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]