

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

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request permission for personal vehicle use for [specific purpose, e.g., commuting to work, attending meetings, etc.]. Due to [brief explanation of the reason, e.g., lack of public transportation, flexibility for work obligations], using my personal vehicle would be most efficient.

I assure you that I will adhere to all company policies regarding personal vehicle use and will maintain proper documentation for any related expenses.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Job Title/Position]