

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

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Application for Personal Vehicle Approval

I am writing to formally request approval for the use of my personal vehicle for [specific purpose, e.g., work-related travel, business meetings, etc.].

[Provide a brief introduction about yourself and your role within the organization. Explain the necessity of using your personal vehicle, including any relevant details such as the distance involved, frequency of travel, and the nature of activities that require transportation.]

[Outline any relevant policies of the organization regarding personal vehicle use, if applicable. Mention any previous discussions or approvals that support your request.]

I assure you that my personal vehicle is well-maintained and adheres to all safety requirements. I am committed to ensuring that my use of a personal vehicle will not interfere with my responsibilities or the organization's policies.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]

[Your Job Title]

[Your Department]