

[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 submit my application for the personal vehicle usage program offered by [Company/Organization Name].

As a dedicated employee, I believe that having access to a personal vehicle through this program will enhance my ability to [mention specific duties or responsibilities], ultimately benefiting our team and the company as a whole.

Attached to this letter, you will find all required documents, including my vehicle information, proof of insurance, and any other necessary forms as per the application guidelines.

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

Sincerely,

[Your Name]  
[Your Job Title]