

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

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

Dear [Recipient's Name],

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

Details of the vehicle are as follows:

- Make and Model: [Vehicle Make and Model]
- Year: [Vehicle Year]
- Color: [Vehicle Color]
- License Plate Number: [License Plate Number]

The primary reason for this request is [briefly explain reason, e.g., necessity for commuting, convenience for work-related tasks]. I believe that using my personal vehicle will enhance my efficiency and productivity in my role.

I understand and agree to comply with all company policies regarding personal vehicle use, including [mention any relevant policies, e.g., insurance requirements, mileage tracking].

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

Sincerely,
[Your Name]
[Your Job Title]
[Your Department]