

[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 apply for permission to use my personal vehicle for [specific purpose, e.g., business-related travel, transportation of clients, etc.]. I believe this will enhance my ability to perform effectively in my role as [Your Job Title] at [Company/Organization Name].

My vehicle, a [Make, Model, Year], is well maintained and meets all safety and legal requirements. I assure you that I will adhere to all company policies regarding vehicle use, including [mention any relevant policies or guidelines].

I appreciate your consideration of my application and am happy to provide any additional information you may need.

Thank you for your time and attention.

Sincerely,

[Your Name]
[Your Job Title]
[Company/Organization Name]