

[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],

Subject: Vehicle Purchase Request

I am writing to formally request the purchase of a vehicle for [specific purpose or department] within [Company/Organization Name].

****Details of the Vehicle Request:****

- Vehicle Make and Model: [Specify Make and Model]
- Purpose of Purchase: [Explain the need for the vehicle]
- Estimated Budget: [Provide budget range]
- Justification: [Briefly justify the need for this vehicle]

I believe that this purchase will greatly benefit [mention the positive impact on the organization].

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

Sincerely,

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