

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

[Recipient's Name]
[Recipient's Address]
[City, State, ZIP Code]

Subject: Authorization Letter for Vehicle Use

Dear [Recipient's Name],

I, [Your Name], hereby authorize [Authorized Person's Name] to use my vehicle, a [Make, Model, Year of Vehicle], with license plate number [License Plate Number], for [specific purpose or duration, e.g., "the duration of [dates]" or "any personal use"].

This authorization is valid from [start date] to [end date].

[Authorized Person's Name] is permitted to operate my vehicle under the terms stated above.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]