**To**

**[The Recipient Name]/To Whom It May Concern**

**Re. Letter of Authorization to Use Company Car; Vehicle No. [mention the number of the vehicle]**

Dear [name], this letter has been written to authorize the use of the car (details of the vehicle in the following paragraph) for the under-mentioned employee. Mr. [name] has been a wonderful employee in our office, working as a marketing manager since [20xx]. He has always been found responsible, careful, diligent, and competent in whatever duty assigned.

By referring to this mindfulness of his responsibilities, we authorize the use of a car for him. Following are the details of the vehicle.

Car Model:  
Car Model Number:  
Car Tracker ID:  
Color:

The registration number of the car:  
The serial number of the car:  
Complete documentation:  
Previously used by:  
Handed over to:  
Handed over by:

Hence, the receiver has to abide by all the bylaws of the company related to the use of company property or motor vehicles according to the Company Property Laws (2020). According to the mentioned laws, an employee who will be authorized to use the company’s vehicle or any other moveable property shall always refer back to the ownership of the vehicle. Any traffic laws violation, driving under influence, or involvement in criminal activities shall repudiate all the rights of the employee to use that vehicle.

Any damage to the property shall be deducted from the salary of the concerned person. For the current authorization no guarantee has been demanded, therefore, the vehicle shall be handed over in the guarantee of the company’s board.

To know more, you can visit our website page including Company Property Laws (2020). Please acknowledge the authorization by sending me an email at [email address].

Thank you.  
Regards