

[Name of sender]

[Designation of the respective person]

To,

[Name of addressee]

Subject: Temporary Operation Permit Authorization Letter

Respected sir/madam,

This Letter of Authorization permits [mention name of the person or company to whom the authorization is given] at [mention address of the person or company to whom the authorization is given] to purchase a Temporary Operation Permit (TOP) for the following vehicle:

[Mention all the details about the vehicle and the authorization permit, mention if any third party is involved in it].

Name and address of the company or the person granting authorization

Owner Name:

Owner 2 Name (if applicable):

Address: Date: _____ Signature: _____

Signature of Owner 2 (if applicable):

All the mentioned details documents have been attached with this letter please find the attachment for your reference.

If any further queries and documentation that need to be done do let me know you can reach me at [mention phone number] or through an email [mention email address].

Sincerely,

[Sender Name]