

[Your Name]

[Your Address]

[Your contact information]

[Date]

[Recipient Name]

[Recipient Address]

[Recipient contact information]

Re: Letter of authorization for driving car

Dear [Recipient Name],

I, [Mention Your Name], resident of [Mention Your Address] own a [Mention the Car Details] make, with a vehicle registration number [Mention car's registration Number]. My registration ID is [Mention the registration ID of the car] and I have a licensed vehicle driving license. The registration ID of my driving license is [Mention your ID] and registration date is [Mention the Date of registration] and expiry date [Mention the Date of expiry].

With due respect, I would like to say that I am unable to drive the vehicle due to [Mention the reason why you are unable to drive your vehicle]

In my absence, I authorize, [Mention Appointed Representative Name], with registration ID [Mention registration ID Number of Authorized person] and registration date [Mention registration Date Number of Authorized person's driving license] and expiry date [Mention expiry Date Number of Authorized person's driving license] to drive the car. We have one vehicle at home and [Authorized person's name] has to fulfill the responsibilities in my absence.

I humbly you to update the information and in case of any further information kindly contact me over the phone [Mention your contact Number] or drop your queries at [Mention your mail address].

Thanking for your cooperation.

Sincerely,

[Hand written signature]

[Date]

[Notary or witness if required]