[Company Name]  
[Address, City, STATE, Zip]  
[Contact]  
[Website]

Date:

Subject: Request letter to use company vehicle for personal work  
  
Dear Sir,

I am Johnson, working as an assistant manager in your organization. I am writing you this letter to ask for your permission to take a company vehicle for my personal use.

I have never asked you for such a favor before but now, as you know that my home is located in a distant place because I have shifted with my family in a town where there is no easy access to markets. I have to use vehicles on rent, but the service rendered in this way is costly and the allowance which I get in lieu of conveyance is not sufficient enough to meet with such kind of expenses.

I have been working with you for the last ten years and I had never given you a chance to complain for any reason. I assure you that if you grant me permission for the requested purpose, I will take great care of it and, in case, any damage happens to the vehicle, I will bear all the expanses of its repair from my pocket.

Since I know that this vehicle is meant only for official usage and I am gaining permission for my personal use, I will pay standard mileage charges to the company by deducting mileage traveled by vehicle for my personal use from mileage of business tours and then multiplying the figure by the standard mileage rate.

Keeping in view the above-mentioned circumstances, please entertain my request and grant me permission to use the company vehicle for the above-mentioned purpose. I shall be very thankful to you.

Yours Sincerely,

[XYZ]