

XXXXXXXXXXXXXXXXXXXX (Name of vehicle's owner)

XXXXXXXXXXXXXXXXXXXX, (Address of vehicle owner)

XXXXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXX

DD/MM/YYYY

To whom it may concern,

Subject: Authorization letter to use vehicle.

I, XXXXXXXXXXXXXXXXXXXX (Name of vehicle's owner) with the passport / Identity card number of XXXXXXXXXXXXXXXXXXXX (IC/Passport #), am a registered owner of XXXXXXXXXXXX (vehicle make and model) motorcycle/car bearing registration number of XXXXXX (plate registration #), which is registered in the state of XXXXXXXX (i.e. Kuala Lumpur etc).

2. I, hereby authorize the following name below to use my car/motorcycle in Thailand from XXX to XXX. (DD/MM/YYYY).

Name: XXXXXXXX (Name of the person who will be driving/riding the vehicle in Thailand)

Passport/NRIC: XXXXXXXXXXXX

3. Below are some details about my motorcycle.

Registration Number: XXXXXX (plate registration #)

Chassis Number: XXXXXX

4. I am attesting my signature to confirm my authorization together with a copy of my passport/NRIC with this letter.

Thank you.

Sincerely,

Name: XXXXXXXX (Name of vehicle's owner)

Passport /NRIC: XXXXXXXX (Passport or IC number of the owner)

SAMPLE LETTER - WWW.RIDERCHRIS.COM