|  |
| --- |
| [Company Name]  [Street Address, City, ST ZIP Code]  [Phone]  [Email]  [Website] |

Date

Recipient Name

[Designation]

Dear [Recipient],

This is an official notification regarding the change in the company's policy about the use of the company's official vehicles. The employees are no longer authorized to use these vehicles without written official permission signed by the Head Manager.

All employees must abide by the new rule. This change has been made owing to reports about the misuse of the company's vehicles on several occasions. The new policy has been introduced in order to make sure that this does not happen in the future. The vehicles are sole to be used for official purposes as approved by the Head Manager.

Name Here

Your Title