

[TO GO ON HEADED PAPER OF RELEVANT COMPANY]

Letter of authorisation

**Merseyflow
Howard Court
Manor Park
Runcorn
WA7**

Date:

Dear Sir or Madam,

Local User Discount Scheme

Please find this letter as confirmation that the following company/lease hire vehicle **[Licence Plate Number]** is in the sole possession of **[Full name of relevant employee/hirer]** and is kept at their home address of **[User Home Address Including Post Code]**. The lease agreement starts **DD/MM/YYYY** and finishes **DD/MM/YYYY**

If you have any queries regarding this authorisation letter, please contact **[approved company representative name]** on **[telephone number]** or by **[email address]**.

Yours faithfully,

[Approved company representative signature]

[Approved company representative name and position – please print]¹

¹ Approved company representatives are, Directors; Company Secretary; Partner; Owner; Fleet / Vehicle Manager; Chief Finance Officer