**(First-Party’s Name)**

(Address)

(City, Zip code)

(Date)

**(Recipient Name)**

(Address)

(City, Zip code)

To Whom It May Concern:

I, **(*insert first-party’s name****)*, do hereby authorize my **(*relationship with the representative)***, Mr./Mrs. **(*name of bearer****),* to use my **(*state the make and model of the motorcycle****)* motorcycle with a plate number **(*insert plate number)*** within the period of ***(indicate the number of days/weeks/months)*** starting from ***(start date)*** to ***(end-date)****.*

Attached herewith are the copies of the Official Receipt and Certificate of Registration of the motorcycle and a copy of my **(*name of valid ID)*** as proof of my consent regarding the matter. The bearer will also show his/her ***(name of bearer’s valid ID)***for verification purposes.

Thank you very much and looking forward to your consideration. For any concerns and questions, you may contact me at **(*insert phone number).***

Sincerely,

(***signature over printed name****)*