

SAMPLE ONLY
(COMPANY LETTERHEAD)

<Sample-insert Date>

<Attention>

<Your Organization name> does not own any motor vehicles. Because there are no automobiles used specifically for the programs, staff members use their own cars on a limited basis to transport themselves. All staff members who drive are covered by insurance that complies with mandated state insurance laws.

<Type your name>

<Type your Job Title here>

<Address>