**DRIVER AUTHORISATION LETTER**

**About this tool:** This sample letter can be used by drivers to explain their purpose when they meet roadblocks or administrative/regulatory checks. Writing in red should be appropriately edited.

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| <Date> |
| To Whom it may concern, |
| RE: Drivers Name |
|  |
| <Enter a brief introduction about your organisation and the work they are undertaking in the country>  <Drivers name> is currently working as a <name of organisation> Authorised Driver. We request that our staff's humanitarian work is not impeded and would appreciate your assistance in ensuring that <he/she> is able to proceed in <his/her> job without difficulties.  Please be aware of the following:  > <name of organisation> operates a "no guns" policy in all of its vehicles. Weapons, ammunition or explosives are never permitted in a <name of organisation> vehicle.  > <name of organisation> drivers do not carry cash  > <name of organisation> does not pay bribes or incentives  > <name of organisation> vehicles only carry <name of organisation> employees, contractors and beneficiaries. <name of organisation> vehicles do not provide "lifts" or carriage of any other persons.  If you have any concerns about the conduct of <Drivers Name>, please do not hesitate to contact me. |
| Yours faithfully, |
|  |
| <Signature> |
|  |
| <Name of Authorising Person> |
|  |
| <Stamp> |