

Cut and Paste Body of This Letter Onto Your Agency's Letterhead  
and Give to Traveler Prior to Picking Up Rental Car

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(Today's Date)

To: Enterprise Holdings Inc.

**RE: Car Rental Authorization for:** \_\_\_\_\_  
**(Traveler's Name)**

(Traveler's Name) is an employee/contractor of (Your Agency) and is scheduled to travel for business from (Date) to (Date). Please consider this notice as authorization to rent a vehicle utilizing (Agency Name) account.

If you have any questions regarding this rental, please contact (Your Name) at (your telephone number including area code)

Thank you,

(Your Signature block)