

Name

Address

Date

To (Insurance Company)

Re (Policy Number)

Dear Sir/Madam

I am a registered volunteer with a local charity, Friends for Leisure. I will occasionally use my vehicle to carry out voluntary duties, including being a "buddy" to a child or young person with a disability or supporting a group activity. I may occasionally carry passengers as requested.

I will receive a mileage allowance for these journeys to contribute to fuel and the running costs of my vehicle. Such expenses will be in accordance with the HM Revenue & Customs tax free rate per mile.

I should be grateful if you would confirm that my existing policy covers me for such volunteer driving. Please complete the reverse side of this letter and return to me, or reply as you see fit.

Yours faithfully

(Policy Holder)

From (Insurance Company) _____

Re (Policy Number) _____

Policy Holder/ Driver _____

This is to confirm that your policy covers voluntary driving (for which a mileage allowance may be received).

Official Stamp



ISSUED BY _____ DATE _____