

Name
Address
Date

To: (Insurance Company)

Re: (Policy Number)

Dear Sir/Madam,

I intend to undertake voluntary work and, from time to time, I will use my vehicle to carry passengers or to carry out other duties, as requested. I will receive a mileage allowance for these journeys to cover the running costs of my vehicle in accordance with Section 1(4) of the Public Passenger Vehicles Act 1981, which exempts me from both Passenger Service Vehicle and Hackney Carriage / Private Hire Car licensing laws.

I should be grateful if you would confirm that my existing policy covers me for such volunteer driving.

Please also confirm that my insurance policy indemnifies the agencies with which I am a volunteer against third party claims arising out of the use of my vehicle for such voluntary work.

Yours Faithfully,

(Name)