

[Your Name]  
[Your Address]  
[City, Postal Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Company Name]  
[Company Address]  
[City, Postal Code]

Dear [Recipient Name],

I am writing to formally apply for the HGV driver position at [Company Name] as advertised [mention where you found the job listing]. With [X years] of experience in the logistics industry and a valid HGV license, I am excited about the opportunity to contribute to your esteemed company. [Include a brief paragraph about your relevant experience, skills, and qualifications that make you a suitable candidate for the position.]

I am available for an interview at your convenience and can be reached at [your phone number] or [your email address]. Thank you for considering my application. I look forward to the opportunity to discuss my candidacy further.

Sincerely,  
[Your Name]