

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to express my interest in the HGV driver position at [Company's Name] as advertised [where you found the job listing]. With my [number] years of experience in driving heavy goods vehicles and a strong commitment to safety and efficiency, I believe I would be a valuable addition to your team.

In my previous role at [Previous Company Name], I [describe a relevant responsibility or experience that showcases your skills]. This experience has equipped me with the ability to [mention specific skills related to the job, such as navigating routes, adhering to safety regulations, or managing delivery schedules].

I hold a valid [relevant licenses or certifications], and I am well-versed in [mention any relevant regulations or practices]. My dedication to [mention a personal value related to the role, such as punctuality, customer service, etc.] has consistently led to high levels of satisfaction among clients and a reduction in delivery times.

I am excited about the opportunity to contribute to [Company's Name] and assist in [mention any specific goals or projects of the company]. Thank you for considering my application. I look forward to the opportunity to discuss my application further.

Sincerely,
[Your Name]