

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Recipient'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 [number of years] years of experience in heavy goods transport and a strong commitment to safety and efficiency, I believe I would be a valuable addition to your team.

During my previous role at [Previous Company Name], I managed a diverse range of logistics tasks, including [specific task or responsibility relevant to the job]. One of my proudest achievements was [describe a personal achievement or experience related to HGV driving that shows your skills or dedication], which not only improved delivery times but also strengthened relationships with clients.

I was particularly drawn to [Company's Name] because of [specific reason related to the company's values or mission that resonates with you]. I admire your focus on [mention any relevant aspect of the company, such as sustainability, innovation, customer service, etc.], and I share a similar passion for [briefly explain related personal value or belief].

I am excited about the opportunity to bring my [specific skills or attributes] to your team and contribute to [specific goal or project relevant to the company]. Thank you for considering my application. I look forward to the possibility of discussing my application in more detail.

Warm regards,

[Your Name]