

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Hiring Manager's Name]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the HGV driving position at [Company Name] as advertised on [where you found the job listing]. With my valid HGV license and [number] years of experience in the transportation industry, I am confident in my ability to contribute effectively to your team.

In my previous role at [Previous Company Name], I successfully managed [specific responsibilities or tasks], which helped to improve efficiency and maintain customer satisfaction. I have a strong understanding of road safety regulations and a proven track record of maintaining a clean driving record.

I am particularly drawn to this position at [Company Name] because [reason you are interested in the company or position]. I admire [something specific about the company or its values], and I am eager to bring my skills to contribute to [specific goals or projects of the company].

I look forward to the opportunity to discuss my application in more detail. Thank you for considering my application.

Sincerely,  
[Your Name]