

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

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Formal Request for HGV Registration

I am writing to formally request the registration of a Heavy Goods Vehicle (HGV) under my name. The details of the vehicle are as follows:

- Vehicle Make and Model: [Make and Model]
- Vehicle Identification Number (VIN): [VIN]
- Registration Number: [Current/Proposed Registration Number] (if applicable)
- Year of Manufacture: [Year]

I have attached all necessary documents, including proof of ownership, insurance details, and any other information as required for the registration process.

Please let me know if you need any additional information to facilitate this request. I appreciate your prompt attention to this matter and look forward to your response.

Thank you for your assistance.

Yours sincerely,

[Your Name]
[Your Job Title (if applicable)]
[Your Company Name (if applicable)]