

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

[Recipient Name]
[Recipient Position]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Subject: HGV Registration Compliance

Dear [Recipient Name],

I am writing to confirm the compliance of our Heavy Goods Vehicle (HGV) registration as per the required regulations. Our vehicle(s) with the following details are registered in accordance with the applicable laws:

- Vehicle Make and Model: [Make, Model]
- Vehicle Registration Number: [Registration Number]
- VIN: [Vehicle Identification Number]
- Registration Date: [Date of Registration]
- Compliance Check Date: [Date of Check]

We have ensured that all necessary documentation is maintained and available for inspection, including:

1. Registration Certificate
2. Insurance documents
3. MOT certificates (if applicable)
4. Any other relevant compliance documents

If you require further information or additional documentation, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]