

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: HGV Registration Confirmation

We are pleased to confirm the registration of your Heavy Goods Vehicle (HGV) with the following details:

Vehicle Registration Number: [Registration Number]

Make and Model: [Make and Model]

VIN (Vehicle Identification Number): [VIN]

Date of Registration: [Registration Date]

Your HGV is now officially registered with [Name of Registration Authority], and you are required to comply with all relevant regulations and guidelines associated with its operation.

Please find attached any relevant documentation for your records. Should you have any questions or require further assistance, do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Your Phone Number]

[Your Email Address]