

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Address]

[City, State, Zip Code]

Subject: HGV Registration Notification

Dear [Recipient's Name],

I am writing to formally notify you of the registration of my Heavy Goods Vehicle (HGV) as per the requirements set forth by [relevant authority or regulation].

Vehicle Details:

- Registration Number: [Registration Number]
- Make and Model: [Make and Model]
- Year of Manufacture: [Year]
- VIN: [Vehicle Identification Number]
- Owner: [Owner's Name]

I have ensured that all necessary documentation, including proof of insurance and compliance with vehicle standards, is in order. Please find enclosed copies of the relevant paperwork for your records.

Should you require any further information or clarification regarding this registration, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Company, if applicable]

[Enclosures: List of documents enclosed, if any]