

****HGV Registration Completion Letter Checklist****

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: HGV Registration Completion Checklist

I am writing to confirm the completion of the HGV registration process. Please find below a checklist of all required documents and information submitted:

1. ****Completed HGV Registration Form****
2. ****Proof of Identity**** *(e.g., Driving License, Passport)*
3. ****Vehicle Details****
 - Make and Model:
 - Vehicle Identification Number (VIN):
 - Registration Number:
4. ****Proof of Insurance****
5. ****Payment Confirmation**** *(Receipt/Transaction ID)*
6. ****Roadworthy Certificate****
7. ****Environmental Compliance Documents**** *(if applicable)*
8. ****Driver's CPC Qualification Certificate****
9. ****Additional Supporting Documents**** *(if any)*

Please confirm the receipt of this letter and the attached documents at your earliest convenience. If there are any issues or additional requirements, do not hesitate to contact me.

Thank you for your assistance in this matter.

Sincerely,

[Your Name]

[Your Job Title/Position, if applicable]

[Your Company Name, if applicable]