

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

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

Subject: Request for HGV Registration Cancellation

Dear [Recipient Name],

I am writing to formally request the cancellation of my Heavy Goods Vehicle (HGV) registration, with the registration number [Your HGV Registration Number].

Due to [brief reason for cancellation, e.g., selling the vehicle, no longer in use], I would like to initiate the cancellation process as soon as possible.

Please let me know if you need any further information or documentation to process this request.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]