

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Department/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Submission of HGV Registration

I am writing to submit my application for the registration of my Heavy Goods Vehicle (HGV), as per the guidelines set forth by [relevant authority/organization].

Please find attached the necessary documentation required for the registration process, including:

- Completed HGV registration form
- Proof of identity and address
- Vehicle documentation (V5C certificate)
- Insurance details
- Payment receipt for registration fee

I appreciate your prompt attention to this matter and look forward to your confirmation of the HGV registration. Should you require any further information or clarification, please do not hesitate to contact me.

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]