

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

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

Subject: HGV Registration Change Request

Dear [Recipient Name],

I am writing to formally request a change to the registration of my Heavy Goods Vehicle (HGV) with the registration number [Current Registration Number].

Details of the vehicle are as follows:

- Vehicle Make: [Make]
- Vehicle Model: [Model]
- Vehicle Identification Number (VIN): [VIN]
- Current Owner Name: [Owner Name]
- Current Owner Address: [Owner Address]

I have recently changed [reason for the change, e.g., business address, ownership, company name], and I would like to update the registration details to reflect this change.

Please find attached the necessary documents to support my request, including:

1. [List of attached documents, e.g., proof of address, ownership transfer document, etc.]
2. [Additional documents if applicable]

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

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]