

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

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

Subject: Request for MC Number Issuance

Dear [Recipient Name],

I am writing to formally request the issuance of a Motor Carrier (MC) Number for my trucking business. Below are the necessary details for your reference:

- Business Name: [Your Business Name]
- Business Address: [Your Business Address]
- Type of Business: [Type (e.g., Owner-Operator, Fleet, etc.)]
- DOT Number: [Your DOT Number] (if applicable)
- Contact Person: [Your Name]
- Contact Phone Number: [Your Phone Number]
- Contact Email: [Your Email Address]

I have included all necessary documentation as per your requirements, and I am ready to comply with any further steps needed to finalize this process.

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]
[Your Title] (if applicable)
[Your Company Name] (if applicable)