

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

Dear [Recipient's Name or "To Whom It May Concern"],

Subject: Application for MC Number

I am writing to formally apply for a Motor Carrier (MC) number to operate my trucking business, [Business Name].

As a [brief description of your business type and services], I am committed to providing [mention any key services or goals]. To ensure compliance and meet industry regulations, obtaining an MC number is essential for my operations.

Attached to this letter, you will find the necessary supporting documents, including [list any documents you are including, e.g., proof of insurance, business registration, etc.].

I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your consideration.

Sincerely,

[Your Name]  
[Your Position/Title]  
[Your Business Name]  
[Your Business Address]  
[Your Business Phone Number]