

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: MC Number Approval

We are pleased to inform you that your application for an MC Number has been approved. Your assigned MC Number is [MC Number]. This number is essential for the operation of your commercial vehicle activities and should be displayed prominently as per regulatory guidelines.

Should you have any inquiries regarding your MC Number or require further assistance, please do not hesitate to contact us.

Congratulations and thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]