

[Your Company Letterhead]

[Your Name]

[Your Title]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Confirmation of MC Number

We are writing to confirm the issuance of your Motor Carrier (MC) number, effective [Issuance Date]. Your assigned MC number is [MC Number].

This number is vital for the operation of your business as a registered motor carrier and will be used for all relevant regulatory purposes moving forward. Please ensure that this number is prominently displayed in all documentation related to your operations.

If you have any questions regarding your MC number or need further assistance, please do not hesitate to reach out to us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]