

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

[Recipient's Name]
[Recipient's Title]
[Recipient's Organization]
[Organization's Address]
[City, State, Zip Code]

Subject: Request for MC Number Registration

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the registration of my Motor Carrier (MC) number. Below are the details pertaining to my request:

- ****Company Name****: [Your Company Name]
- ****DOT Number****: [Your DOT Number]
- ****Type of Operation****: [Intrastate/Interstate]
- ****Address****: [Business Address]
- ****Owner's Name****: [Your Name]

I have attached all necessary documents required for this registration. Please let me know if you require any additional information or further documentation.

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]
[Your Company Name] (if applicable)
[Attachments: Relevant documents]