

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

Dear [Recipient's Name],

Subject: Request for MC Number

I hope this letter finds you well. I am writing to formally request the issuance of my Motor Carrier (MC) number necessary for [briefly explain the purpose, e.g., "compliance with federal transportation regulations"]. I have completed all the necessary documentation and have met the required criteria for obtaining an MC number. Below are the details pertinent to my request:

- Full Name: [Your Full Name]
- Business Name: [Your Business Name]
- Federal Tax ID: [Your Federal Tax ID]
- Address of Operation: [Your Business Operation Address]

I kindly ask you to process my application at your earliest convenience and provide the MC number as soon as possible. Should you require any further information, please do not hesitate to contact me via [your preferred contact method].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Business Name, if applicable]