

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

Dear [Recipient Name],

Subject: Request for Motor Carrier (MC) Number

I hope this letter finds you well. I am writing to formally request the issuance of a Motor Carrier (MC) Number for my business, [Your Business Name], which is a [type of business, e.g., trucking, transportation] company dedicated to providing reliable and efficient transportation services.

Enclosed are the necessary documents required for the application process, including [list of documents, e.g., proof of business registration, insurance certificates, etc.]. I am committed to complying with all federal and state regulations regarding transportation services. Please let me know if you require any additional information or documents to process my request. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Business Name]
[Your Business Address]
[City, State, Zip Code]