

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

Dear [Recipient's Name],

I am writing to formally request a Heavy Goods Vehicle (HGV) permit. My details are as follows:

- Name: [Your Name]
- Vehicle Registration: [Vehicle Registration Number]
- Vehicle Type: [Vehicle Type]
- Intended Use: [Brief Description of Intended Use]

Please let me know if any additional information or documentation is required to process my request. I appreciate your assistance in this matter.

Thank you for your attention.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]