

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

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

Dear [Recipient Name],

Subject: Application for HGV Permit

I am writing to formally request the issuance of a Heavy Goods Vehicle (HGV) permit for [specific purpose, e.g., transportation of goods, business operations, etc.].

I am [briefly introduce yourself or your organization, including relevant details such as your role, and any pertinent registration or identification numbers]. Our operations frequently require the use of heavy goods vehicles, and we are committed to complying with all legal and safety regulations.

The details of our HGV operations are as follows:

- **\*\*Vehicle Registration Number(s):\*\*** [list numbers]
- **\*\*Type of Goods Transported:\*\*** [brief description]
- **\*\*Intended Routes:\*\*** [list major routes or areas]
- **\*\*Duration of Permit Required:\*\*** [specify time frame]

Attached to this letter, you will find the necessary documentation to support our application, including [list any attached documents, such as proof of insurance, operational plans, etc.].

I appreciate your attention to this matter and look forward to your prompt response. Please feel free to contact me directly at [your phone number] or [your email address] if you require any further information.

Thank you for considering my request.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position, if applicable]

[Company Name, if applicable]