

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Authority Name]  
[Department/Agency Name]  
[Address]  
[City, State, Zip Code]

Subject: Appeal for HGV Permit Application No. [Permit Number]

Dear [Authority Name/Committee],

I hope this letter finds you well. I am writing to formally appeal the decision regarding my HGV permit application, reference number [Permit Number], which was denied on [Date of Denial].

I would like to provide the following information that I believe supports my case for reconsideration:

1. **\*\*Reason for Appeal\*\***: [Briefly explain the reason for the appeal and any misunderstandings that may have occurred.]

2. **\*\*Supporting Evidence\*\***: [Mention and briefly describe any documentation, evidence, or statements that support your appeal.]

3. **\*\*Previous Driving Record\*\***: [Summarize your driving history, emphasizing any relevant experience or lack of incidents.]

4. **\*\*Community Impact\*\***: [Discuss how your permit would benefit the community or business, if relevant.]

I respectfully request a review of my application and the circumstances surrounding its denial. I am confident that with the provided information, the concerns can be addressed satisfactorily.

Thank you for considering my appeal. I look forward to your prompt response and hope for a favorable resolution.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]

[Attachment: Supporting Documents]