

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: HGV Permit Compliance

We are writing to confirm our compliance with the HGV (Heavy Goods Vehicle) permit requirements as stipulated in [specific regulation or guideline]. Our vehicles and operations have been thoroughly reviewed to ensure that we meet all necessary standards and regulations.

[List specific measures taken for compliance, e.g., vehicle inspections, driver training, adherence to safety protocols, etc.]

We are committed to maintaining these standards and will continue to monitor our compliance through regular audits and staff training.

Should you require any further information or documentation, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]