

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

[Recipient Name]
[Recipient Title]
[Organization Name]
[Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: HGV Permit Documentation

I am writing to formally request the necessary documentation for obtaining a Heavy Goods Vehicle (HGV) permit. As a [your position or title] at [your company/organization name], I am responsible for ensuring compliance with all relevant regulations regarding transportation.

Please find the details of our request below:

1. ****Purpose of Permit****: [Briefly explain the intended use of the HGV permit]

2. ****Vehicle Information****:

- Vehicle Type: [e.g., truck, lorry]
- Vehicle Registration Number: [insert registration number]
- Weight Rating: [insert weight rating]

3. ****Documentation Required****:

- Proof of vehicle insurance
- Vehicle registration documents
- Compliance certificates
- Any additional documentation as required by your office

We aim to ensure that all information provided is complete and accurate to facilitate a smooth application process. If there are any additional requirements or forms that need to be completed, please do not hesitate to inform us.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Company/Organization Name]