

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

[Recipient Name]
[Recipient Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Subject: HGV Permit Notification

Dear [Recipient Name],

I am writing to formally notify you regarding the Heavy Goods Vehicle (HGV) permit application for [Vehicle Details/License Plate Number]. As per [relevant regulations or guidelines], the following details are provided:

- HGV Permit Number: [Permit Number]
- Vehicle Type: [Type/Make/Model]
- Registration Number: [Registration Number]
- Purpose of Vehicle Usage: [Specify purpose]
- Duration of Permit: [Start Date] to [End Date]

Please find attached the necessary documentation to support this application, including [list of attachments].

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Company/Organization Name, if applicable]