

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

[Permit Issuing Authority Name]  
[Authority Address]  
[City, State, Zip Code]

Dear [Permit Issuing Authority/Recipient's Name],  
Subject: HGV Permit Renewal Application

I am writing to formally request the renewal of my Heavy Goods Vehicle (HGV) permit, which is set to expire on [expiration date]. My current permit number is [permit number].

I have attached all necessary documentation required for the renewal process, including:

1. Completed application form
2. Copies of relevant identification
3. Proof of vehicle compliance
4. [Any other required documents]

I kindly ask that you process my application at your earliest convenience, as I rely on my HGV permit for [briefly explain the purpose, e.g., employment, business, etc.]. If there are any issues or additional information needed, please do not hesitate to contact me at [your phone number] or [your email address].

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/Title (if applicable)]