

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

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

Dear [Recipient Name],

Subject: Request for HGV Permit

I hope this letter finds you well. I am writing to formally request a Heavy Goods Vehicle (HGV) permit for [specific purpose, e.g., commercial transport, construction activities], which is required on [specific dates or duration].

As per the regulations, I have completed all necessary requirements and attached the required documentation, including [list relevant documents, such as proof of insurance, vehicle registration, and compliance certificates].

The details of the vehicle are as follows:

- Vehicle Registration Number: [XXXXXX]
- Make and Model: [Vehicle Make and Model]
- Weight: [Weight of Vehicle]

I assure you that all operations will adhere to local laws and regulations to ensure safety and compliance.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

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