

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

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

Dear [Recipient Name],

Subject: HGV Permit Support Letter

I am writing to formally request your support in obtaining a Heavy Goods Vehicle (HGV) permit for [specific purpose or project]. As [your role/position] at [your company/organization], I believe that this permit is essential for [briefly explain why the permit is needed].

We are committed to adhering to all regulations and standards concerning the transportation of goods, and we understand the importance of compliance in our operations. The approval of this permit will enable us to [describe benefits or impacts if the permit is granted].

I appreciate your consideration of this request and would be grateful for your support. Should you require any further information or documentation, 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 Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Company/Organization Name]