

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Department/Organization Name]
[Address]
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Application for HGV Permit

I am writing to formally request an HGV permit for [specify the purpose, e.g., transportation of goods, delivery services], to operate in [specify location/region] starting from [desired start date].

Attached to this letter, please find all necessary documentation, including:

1. Completed application form.
2. Proof of driving qualifications.
3. Vehicle registration details.
4. [Any additional documents required].

I understand that the permit is subject to review and compliance with all relevant regulations. I assure you that my operations will adhere to all safety and legal requirements.

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

Sincerely,

[Your Name]
[Your Job Title/Position, if applicable]
[Company Name, if applicable]