

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

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

Dear [Recipient Name],

Subject: HGV Permit Authorization

I am writing to formally request authorization for a Heavy Goods Vehicle (HGV) permit for [specific vehicle details or registration number].

The details of the vehicle are as follows:

- Vehicle Make and Model: [Make and Model]
- Vehicle Registration Number: [Registration Number]
- Intended Use: [Brief description of use or purpose]

I understand the importance of adhering to all regulations and guidelines associated with HGV operation, and I assure you that all necessary measures will be taken to comply with relevant laws and safety standards. Please let me know if you require any further information or documentation to process this request. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your consideration.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position/Title (if applicable)]