

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

[Recipient's Name]  
[Recipient's Title]  
[Organization's Name]  
[Organization's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Application for HGV Permit Eligibility

I am writing to formally apply for eligibility to obtain a Heavy Goods Vehicle (HGV) permit. I am keen to ensure compliance with all regulations and demonstrate my qualifications for operating HGVs safely and responsibly.

I meet the necessary criteria, including:

- [List qualifications, e.g., valid driver's license, experience with HGVs, etc.]
- [Additional relevant qualifications or training]

Attached to this letter are copies of the required documents, including:

- [Document 1]
- [Document 2]
- [Document 3]

I kindly request that you review my application and provide confirmation of my eligibility for the HGV permit at your earliest convenience. If you require any further information or documentation, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]