

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Department/Agency Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Application for Extension of HGV Permit

I am writing to formally request an extension for my Heavy Goods Vehicle (HGV) permit, number [Permit Number], which is set to expire on [Expiration Date].

Due to [brief explanation of reasons for extension, e.g., ongoing business commitments, operational requirements], I would like to extend my permit by [desired extension period].

I have attached all necessary documentation to support my application, including [list any enclosed documents, e.g., proof of vehicle maintenance, insurance details].

I appreciate your consideration of my request and look forward to your favorable response.

Thank you for your attention to this matter.

Sincerely,

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