

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

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

Dear [Recipient Name],

Subject: HGV Permit Application Submission

I hope this letter finds you well. I am writing to formally submit my application for an HGV permit.

Enclosed with this letter, you will find the following documents:

1. Completed application form
2. Copy of my driving license
3. Proof of identity
4. Current medical certificate
5. [Any other relevant documents]

I understand the importance of adhering to the regulations and requirements associated with the HGV permit. I assure you that I have complied with all necessary prerequisites outlined in the application process.

Please let me know if you require any additional information or further documentation. I look forward to your prompt processing of my application.

Thank you for your attention to this matter.

Sincerely,

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