

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

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

Subject: HGV Permit Verification Request

Dear [Recipient Name],

I hope this message finds you well. I am writing to request verification of my HGV permit details. Below are the pertinent details for your reference:

- Name: [Your Name]
- Address: [Your Address]
- HGV Permit Number: [Permit Number]
- Date of Issue: [Date of Issue]
- Expiry Date: [Expiry Date]

Please let me know if any further information is required to process my request. I appreciate your assistance in this matter.

Thank you for your attention to this request.

Sincerely,

[Your Name]