

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

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

Dear [Recipient's Name],

Subject: Application for HGV Permit

I am writing to formally request a Heavy Goods Vehicle (HGV) permit for [specific purpose, e.g., commercial delivery, transport services] in [specific area or context].

As [your position or a brief introduction about your business or role], I understand the importance of adhering to all regulatory guidelines and maintaining safety standards. Obtaining an HGV permit will enable us to [briefly explain the necessity of the permit for your operations].

Enclosed with this letter, please find the following documents to support my application:

- [List of documents, e.g., proof of insurance, vehicle specifications, compliance certificates]

I kindly ask that you consider my request and look forward to your positive response. Should you require any further information or documentation, please do not hesitate to contact me directly.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Job Title]  
[Your Company Name]