

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

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

Dear [Recipient Name],

Subject: Application for HGV Permit

I am writing to formally apply for an HGV (Heavy Goods Vehicle) permit.

****Applicant Details:****

- Name: [Your Name]
- Address: [Your Address]
- Contact Number: [Your Phone Number]
- Email: [Your Email Address]

****Vehicle Details:****

- Make and Model: [Vehicle Make and Model]
- Registration Number: [Vehicle Registration Number]
- GVW (Gross Vehicle Weight): [GVW]

I have attached the necessary documentation, including:

1. Copy of my driving license
2. Proof of insurance
3. Vehicle registration documents
4. Any other required documents

I understand the importance of adhering to all regulations set forth regarding HGV operations and am committed to maintaining compliance. Please contact me if you need any further information or clarification regarding my application.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]