

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

Subject: Application for HGV Permit

Dear [Recipient Name],

I am writing to formally apply for an HGV (Heavy Goods Vehicle) permit. Please find the necessary details and documents enclosed for your consideration.

**\*\*Applicant Information:\*\***

Name: [Your Name]

Address: [Your Address]

Phone Number: [Your Phone Number]

Email: [Your Email Address]

**\*\*Vehicle Information:\*\***

Make: [Vehicle Make]

Model: [Vehicle Model]

Registration Number: [Vehicle Registration Number]

Gross Vehicle Weight: [Weight in kg or tons]

**\*\*Purpose of Application:\*\***

[Briefly describe the purpose of needing the HGV permit, such as business use, transportation of goods, etc.]

**\*\*Enclosed Documents:\*\***

1. Proof of identity (e.g., copy of driving license)
2. Vehicle registration document
3. Insurance details
4. [Any other relevant documents]

I certify that all information provided is accurate and complete to the best of my knowledge. Kindly inform me if further information or documentation is required.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]