

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to express my interest in the HGV driver position at [Company's Name] as advertised [where you found the job listing]. With my [number of years] years of experience in [related field/industry], along with my [relevant qualifications, e.g., HGV certification], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I successfully [mention any relevant responsibilities or achievements, e.g., managed long-distance deliveries, ensured compliance with safety regulations]. I pride myself on my punctuality, reliability, and strong attention to detail.

I have a thorough understanding of vehicle maintenance and road safety regulations, which I believe is essential for maintaining the high standards of [Company's Name]. My ability to [any specific skills, e.g., plan efficient routes, communicate effectively with team members] further aligns with the goals of your company.

I am excited about the opportunity to bring my expertise in HGV driving to [Company's Name] and am eager to contribute to your continued success. I am looking forward to the possibility of discussing my application in more detail.

Thank you for considering my application. I hope to discuss my candidacy further and can be reached at [your phone number] or [your email address].

Sincerely,
[Your Name]