

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

Dear [Recipient Name],

I am writing to express my interest in applying for the HGV driver position at [Company Name] as advertised on [where you found the job listing]. I possess a valid HGV license [include license details if applicable], along with [number] years of experience in the industry. Throughout my career, I have demonstrated my ability to handle various vehicles safely and efficiently. My experience includes [briefly list relevant experience, such as specific types of vehicles driven, distances covered, etc.]. I pride myself on my punctuality, reliability, and my commitment to adhering to traffic regulations and safety protocols. In addition to my driving skills, I have also developed [mention any additional skills relevant to the position, such as vehicle maintenance knowledge or customer service abilities]. I believe these qualities will enable me to contribute positively to your team and uphold [Company Name]'s reputation for excellent service.

I am excited about the opportunity to join [Company Name] and contribute to your operations with my skills and dedication. I am available for an interview at your earliest convenience and can be reached at [your phone number] or [your email address].

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,
[Your Name]