

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

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

Dear [Recipient'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 [number] years of experience in the transportation industry and a valid HGV license, I am excited about the opportunity to contribute to your team.

In my previous role at [Previous Company Name], I successfully [mention a relevant achievement or responsibility], which has equipped me with the skills and knowledge necessary for this position. I pride myself on my commitment to safety, punctuality, and customer satisfaction.

I am particularly drawn to [Company's Name] because of [mention something specific about the company or its values]. I believe my background in [specific skill or experience relevant to the job] aligns well with your needs.

I look forward to the opportunity to discuss how my experience and skills can contribute to the success of [Company's Name]. Thank you for considering my application.

Sincerely,  
[Your Name]