

[Your Company Letterhead]

[Date]

To,

The Transport Authority,

[Authority's Address]

Subject: Application for E-Way Bill

Dear Sir/Madam,

I am writing to request an E-Way Bill for the transportation of goods as per the provisions of the Goods and Services Tax (GST) Act. Below are the details pertinent to this application:

1. \*\*Consignor Details:\*\*

- Name: [Consignor Name]
- GSTIN: [Consignor GSTIN]
- Address: [Consignor Address]

2. \*\*Consignee Details:\*\*

- Name: [Consignee Name]
- GSTIN: [Consignee GSTIN]
- Address: [Consignee Address]

3. \*\*Vehicle Details:\*\*

- Vehicle Number: [Vehicle Number]
- Transporter Name: [Transporter Name]
- Transporter GSTIN: [Transporter GSTIN]

4. \*\*Goods Description:\*\*

- Description: [Description of Goods]
- Quantity: [Quantity of Goods]
- Value: [Total Value of Goods]

5. \*\*Invoice Details:\*\*

- Invoice Number: [Invoice Number]
- Invoice Date: [Invoice Date]

Please find attached all necessary documents to facilitate the issuance of the E-Way Bill. Kindly process this request at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Designation]

[Your Company Name]

[Your Contact Information]

[Your Email Address]