

[Your Company Letterhead]

[Date]

To,

The Concerned Authority,

[Authority Name]

[Address]

[City, State, Zip Code]

Subject: E-Way Bill Issuance Request

Dear Sir/Madam,

I am writing to request the issuance of an e-way bill for the movement of goods from [Origin Address] to [Destination Address].

Details of the Consignment are as follows:

- Invoice Number: [Invoice Number]
- Goods Description: [Description of Goods]
- Quantity: [Quantity]
- Vehicle Number: [Vehicle Number]
- GSTIN of Supplier: [Supplier GSTIN]
- GSTIN of Recipient: [Recipient GSTIN]

Please find attached all relevant documents for your reference.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Designation]

[Your Company Name]

[Contact Information]