

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

Subject: Letter of Intent for E-Way Bill Compliance

Dear [Recipient Name],

I am writing to express my intent to comply with the e-way bill regulations as mandated by the Goods and Services Tax (GST) Act. As a [your position/title] of [your company name], I understand the importance of adhering to transport and logistics guidelines to ensure smooth operations and compliance with the law.

Our company, [Your Company Name], is engaged in [brief description of business activities], and we acknowledge the significance of the e-way bill system in streamlining the movement of goods across state borders. We are committed to ensuring that all necessary documentation is prepared and submitted in a timely manner to facilitate compliance with e-way bill requirements.

Furthermore, we plan to implement training for our staff regarding the e-way bill generation process and keep updated with any changes to the regulations to maintain full compliance.

We appreciate your guidance and support as we navigate this process, and we look forward to working closely with your team to ensure all compliance measures are met effectively.

Thank you for your attention to this matter. Please feel free to contact me at [your phone number] or [your email address] for any further information or clarification.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]