

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

[GST Office Name]
[GST Office Address]
[City, State, Zip Code]

Subject: Application for GST Registration

Dear Sir/Madam,

I, [Your Name], am writing to formally apply for Goods and Services Tax (GST) registration for my business, [Business Name], under the GST Act 2017.

****Business Details:****

- ****Name of the Business:**** [Business Name]
- ****Type of Business:**** [Sole Proprietorship/Partnership/Limited Company/etc.]
- ****Nature of Business:**** [Provide a brief description of the business activities]
- ****PAN of the Business:**** [Your PAN Number]
- ****Address of Business:**** [Business Address]

****Contact Details:****

- ****Mobile Number:**** [Your Mobile Number]
 - ****Email ID:**** [Your Email ID]
- **Authorized Signatory Details:****
- ****Name:**** [Authorized Signatory Name]
 - ****Designation:**** [Designation]
 - ****Email ID:**** [Authorized Signatory Email]
 - ****Mobile Number:**** [Authorized Signatory Mobile]

Enclosed with this letter are the following documents for your reference:

1. Proof of business registration
2. PAN Card
3. Address proof of business
4. Identity and address proof of authorized signatory
5. Copies of relevant financial documents

I kindly request you to process my application at your earliest convenience. If there are any further requirements or clarifications needed, please feel free to contact me at the provided contact details.

Thank you for your attention to this matter.

Yours sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Designation, if applicable]
[Additional Enclosures/Attachments, if any]