

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

To,

The Goods and Services Tax Officer,
[Department Name or Office]
[Office Address]
[City, State, ZIP Code]

Subject: Application for GST Registration

Dear Sir/Madam,

I, [Your Name], owner of [Your Business Name], located at [Business Address], hereby request for Goods and Services Tax (GST) registration as per the GST Act.

I would like to provide the following essential details for your consideration:

1. ****Business Name****: [Your Business Name]
2. ****Business Type****: [Proprietorship/Partnership/Company, etc.]
3. ****PAN Number****: [Your PAN Number]
4. ****Business Address****: [Complete Address of the Business]
5. ****Contact Number****: [Your Contact Number]
6. ****Email Address****: [Your Email Address]
7. ****Nature of Business****: [Description of Goods/Services]
8. ****Turnover Estimate****: [Estimated Annual Turnover]

I have attached all necessary documents required for processing my GST registration as prescribed by the GST rules.

I request you to kindly consider my application and grant me the GST registration at your earliest convenience.

Thank you for your attention to this matter.

Yours sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Designation (if applicable)]
[Your Business Name]