

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

To,

The Goods and Services Tax Officer,  
[Office Address]

[City, State, ZIP Code]

Subject: Application for GST Registration

Dear Sir/Madam,

I am writing to formally request the registration of Goods and Services Tax (GST) for my business. Below are the details concerning my application:

1. **\*\*Business Name:\*\*** [Your Business Name]
2. **\*\*Business Address:\*\*** [Business Address]
3. **\*\*Type of Business:\*\*** [Nature of Business]
4. **\*\*PAN Number:\*\*** [Your PAN Number]
5. **\*\*Date of Commencement of Business:\*\*** [Date]
6. **\*\*Contact Information:\*\***
  - Phone: [Phone Number]
  - Email: [Email Address]

I have enclosed all the necessary documents required for the GST registration, including but not limited to:

- Proof of identity
- Proof of address
- Bank account statement
- Partnership deed (if applicable)
- Memorandum of Association (if applicable)

I kindly request you to process my application at your earliest convenience. Should you require any further information or clarification, please feel free to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Designation (if applicable)]