

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

The GST Officer

[Department Name]
[Office Address]

[City, State, Zip Code]

Subject: Application for GST Registration

Dear Sir/Madam,

I am writing to apply for GST registration for my business. Please find the details of my business outlined below:

1. ****Business Name****: [Your Business Name]
2. ****Type of Business****: [e.g., Sole Proprietorship, Partnership, LLP, Corporation]
3. ****Nature of Business****: [Brief Description of Business Activities]
4. ****PAN Number****: [Your PAN Number]
5. ****Business Address****: [Complete Business Address]
6. ****Contact Number****: [Your Contact Number]

I have attached the necessary documents for your reference, including:

- PAN Card
- Proof of Business Address
- Identity Proof
- Partnership Deed (if applicable)
- Other relevant documents

I kindly request you to process my application at your earliest convenience. Should you require any further information, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]