

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

To,

The Goods and Services Tax Department

[Department Address]
[City, State, ZIP Code]

Subject: Application for GST Registration

Dear Sir/Madam,

I, [Your Full Name], the proprietor/partner/director of [Your Business Name], am writing to apply for GST registration for our business.

Business Details:

- Business Name: [Your Business Name]
- PAN: [Your PAN Number]
- Type of Business: [e.g., Proprietorship, Partnership, Pvt. Ltd.]
- Address of Business: [Your Business Address]
- Contact Number: [Your Phone Number]
- Email: [Your Email Address]

Nature of Business: [Briefly describe the nature of your business]

I have attached the required documents for your reference:

1. Proof of identity and address
2. PAN of the business
3. Business registration certificate
4. Address proof of the business
5. Bank account statement
6. Other relevant documents

I request you to kindly process my application at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending hard copy)]
[Your Full Name]
[Your Designation]
[Your Business Name]