

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

[GST Department]
[Address of the GST Office]
[City, State, Zip Code]

Subject: Application for GST Registration

Dear Sir/Madam,

I am writing to apply for Goods and Services Tax (GST) registration for my business. Below are the details required for the registration:

- **1. Name of the Business:** [Your Business Name]
- **2. Type of Business:** [Sole Proprietorship/Partnership/Company/etc.]
- **3. PAN of the Business:** [Your Business PAN]
- **4. Address of Business:** [Business Address]
- **5. Contact Number:** [Business Phone Number]
- **6. Email ID:** [Business Email Address]
- **7. Nature of Business Activities:** [Brief Description of Business Activities]

Additional Details:

Bank Account Details:

- Bank Name: [Bank Name]
- Account Number: [Account Number]
- IFSC Code: [IFSC Code]

Supporting Documents Attached:

1. PAN Card
2. Proof of Business Address
3. Identity and Address Proof of the Proprietor/Partners/Directors
4. Bank Statement/Canceled Cheque

I kindly request you to process my application at the earliest. Please let me know if you need any further information or documents.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Designation, if applicable]

[Your Business Name]