

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

To,

The GST Officer

[Department/Office Name]

[Office Address]

[City, State, Zip Code]

Subject: Application for GST Registration

Dear Sir/Madam,

I, [Your Full Name], am writing to apply for Goods and Services Tax (GST) registration as an individual. Below are my details for your consideration:

1. ****Name:**** [Your Full Name]
2. ****PAN:**** [Your PAN Number]
3. ****Date of Birth:**** [Your DOB]
4. ****Mobile Number:**** [Your Mobile Number]
5. ****Email ID:**** [Your Email ID]
6. ****Address:**** [Your Business Address]
7. ****Nature of Business:**** [Description of your business]
8. ****Estimated Turnover:**** [Your Estimated Annual Turnover]

I hereby request you to kindly process my application for GST registration at your earliest convenience. I have attached the necessary documents for your reference.

Thank you for your attention to this matter.

Sincerely,

[Your Signature]

[Your Name]