

[Your Business Letterhead]

[Your Name]

[Your Position]

[Your Business Name]

[Your Business Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

To,

The GST Officer,

[GST Office Address]

[City, State, Zip Code]

Subject: Application for GST Registration

Dear Sir/Madam,

I, [Your Name], the [Your Position] of [Your Business Name], hereby request GST registration for our business. We are a small business engaged in [brief description of your business activities].

Details of our business are as follows:

1. ****Business Name****: [Your Business Name]
2. ****Business Address****: [Your Business Address]
3. ****PAN (Permanent Account Number)****: [Your PAN Number]
4. ****Nature of Business****: [Nature of Business - e.g., Goods, Services, both]

5. ****Mobile Number****: [Your Mobile Number]

6. ****Email Address****: [Your Email Address]

7. ****Turnover (if applicable)****: [Your approximate annual turnover]

Enclosed are the necessary documents required for the registration process:

- Copy of PAN Card
- Address Proof
- Bank Account Statement
- Business Registration Certificate (if applicable)
- Identity Proof of the Promoter/Director

We kindly request you to process our application at your earliest convenience. Should you require any further information or documentation, please feel free to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Position]

[Your Business Name]