

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

To,

The Goods and Services Tax (GST) Office,
[Office Address]
[City, State, Zip Code]

Subject: Application for GST Registration

Dear Sir/Madam,

I, [Your Name], the proprietor/director of [Startup Name], located at [Startup Address], would like to apply for Goods and Services Tax (GST) registration for my startup.

Details of the business are as follows:

- **Business Name:** [Startup Name]
- **Nature of Business:** [Description of Business Activities]
- **PAN Number:** [Your PAN Number]
- **Email ID:** [Your Email Address]
- **Mobile Number:** [Your Phone Number]
- **Type of Business Entity:** [Sole Proprietorship/Partnership/LLC etc.]
- **Date of Commencement:** [Date]

Enclosed are the following documents for your reference:

1. PAN Card
2. Identity Proof
3. Address Proof
4. Business Registration Certificate (if applicable)
5. Bank Account Statement/Cheque

I kindly request you to process my application for GST registration at your earliest convenience. Should you require any additional information or documentation, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Title/Position]

[Startup Name]