

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

The GST Officer,
[Department Name]
[Office Address]
[City, State, Zip Code]
Subject: Request for GST Registration

Dear Sir/Madam,

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

1. **Business Name:** [Your Business Name]
2. **Nature of Business:** [Type of Business]
3. **Address of Business:** [Business Address]
4. **PAN Number:** [Your PAN Number]
5. **Email ID:** [Your Email ID]
6. **Mobile Number:** [Your Mobile Number]

I have attached the necessary documents to support my application, including the PAN card, business registration certificate, and proof of address.

I kindly request you to process my application at your earliest convenience. Should you require any additional information or documentation, please feel free to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature]
[Your Name]
[Your Designation, if applicable]