

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

The GST Department
[Department Address]
[City, State, Zip Code]
Subject: Application for GST Registration

Dear Sir/Madam,

I, [Your Name], am writing to apply for Goods and Services Tax (GST) registration for my business, [Your Business Name].

Business Details:

- Business Name: [Your Business Name]
- Business Address: [Business Address]
- Type of Business: [Nature of Business]
- PAN: [Your PAN Number]
- Contact Number: [Your Contact Number]
- Email: [Your Email Address]

I have attached the necessary documents required for the registration process, including:

1. Proof of identity
2. Proof of address
3. Business registration certificate (if applicable)
4. PAN card
5. Photographs

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

Thank you for your attention to this matter.

Sincerely,

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