

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

To,

The GST Officer,
[Office Address]
[City, State, Zip Code]

Subject: Application for GST Registration - Sole Proprietorship

Dear Sir/Madam,

I am writing to apply for Goods and Services Tax (GST) registration for my sole proprietorship. Below are the details of my business:

1. **Name of the Proprietorship:** [Your Business Name]
2. **Type of Business:** [Nature of Business]
3. **Proprietor's Name:** [Your Full Name]
4. **PAN of Proprietor:** [Your PAN]
5. **Business Address:** [Business Address]
6. **Email Address:** [Your Email]
7. **Phone Number:** [Your Phone Number]
8. **Date of Starting Business:** [Start Date]
9. **Products/Services Offered:** [List of Products/Services]

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

- Identity proof (Aadhar/PAN)
- Proof of business registration (if applicable)
- Address proof of business
- Bank account statement/cancelled cheque

I request you to kindly process my application at the earliest. Should you require any further information or clarification, 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]

[Your Designation (if applicable)]

[Your Business Name]