

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Designation]

[Recipient's Address]

[City, State, ZIP Code]

Subject: Application for GST Registration

Dear [Recipient's Name],

We hereby submit our application for Goods and Services Tax (GST) registration under the GST Act, 2017.

****Company Details:****

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

We have attached the required documents and details as per the GST registration guidelines.

Please let us know if you require any further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Designation]

[Your Company Name]

[Your Contact Information]