

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

To,

The GST Officer,

[Department Name]

[Office Address]

[City, State, ZIP Code]

Subject: Request for GST Registration

Dear Sir/Madam,

I, [Your Name], the proprietor of [Your Business Name], located at
[Business Address], hereby request for GST registration for my business.

I am engaged in [brief description of business activities].

Please find the required documents attached for your reference.

Thank you for your consideration.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Position] (if applicable)

[Your Business Name]