

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

To,

[Recipient's Name]
[Recipient's Designation]
[Recipient's Company/Organization Name]
[Recipient's Address]
[City, State, Zip Code]

Subject: GST Registration Letter

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the GST registration for my business, [Your Business Name], which is situated at [Business Address].

We have attached the necessary documents for your reference and consideration:

1. Proof of Business Registration
2. PAN Card of the business
3. Identity and Address proof of the proprietors/partners/directors
4. Bank account statement
5. Any other relevant documents

We aim to comply with all tax regulations and contribute to the nation's revenue. Kindly process our GST registration at your earliest convenience.

Thank you for your assistance.

Warm regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Designation]

[Your Business Name]

[Your Business Address]