

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

[Recipient Name]
[Recipient Title]
[Organization Name]
[Organization Address]
[City, State, ZIP Code]

Subject: GST Exemption Appeal

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally appeal for an exemption from the Goods and Services Tax (GST) related to [briefly describe the nature of your business or activity].

Due to [explain the reason for the exemption request, such as your business being a non-profit organization, a small business, or fitting into a specific category that qualifies for tax exemption], I believe that our operations align with the criteria set forth under Section [specific section] of the GST Act.

[Provide additional details to support your appeal, such as relevant financial information, impact on your operations, and how the exemption will benefit both your organization and the community.]

I have attached [list any documents or evidence you are including with your letter, such as financial statements, relevant certifications, or additional correspondence].

I would, therefore, kindly request that you reconsider our application for GST exemption. If you require any further information or documentation, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Organization Name] (if applicable)