

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

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

Subject: Claim for GST Exemption

Dear [Recipient Name],

I am writing to request an exemption from Goods and Services Tax (GST) for [specific goods/services] purchased on [purchase date]. The transaction details are as follows:

- Invoice Number: [Invoice Number]
- Date of Purchase: [Purchase Date]
- Amount: [Total Amount]
- Description of Goods/Services: [Description]

As per [applicable law or regulation], I believe I qualify for this exemption due to [reason for exemption]. I have attached the necessary documentation, including [list of documents, e.g., exemption certificates, purchase invoices, etc.], to support my claim.

I kindly request that you review my application and process the GST exemption at your earliest convenience. If you require any further information or clarification, please do not hesitate to contact me. Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Your Company Name, if applicable]