

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

[Recipient's Name]
[Recipient's Title]
[Department/Organization Name]
[Address]
[City, State, Zip Code]

Subject: Request for GST Exemption

Dear [Recipient's Name],

I hope this letter finds you well.

I am writing to formally request an exemption from Goods and Services Tax (GST) for [specific reasons or purposes, e.g., nonprofit activities, educational services, etc.].

[Provide a brief overview of your organization or personal situation, including any relevant details that support your request.]

In accordance with [mention any relevant laws, regulations, or provisions], I believe that our request meets the necessary criteria for exemption and would greatly appreciate your consideration of this matter. Attached to this letter are the pertinent documents to support our request, including [list any documents, e.g., tax exemption certificate, relevant filings, etc.].

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

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position, if applicable]
[Your Organization Name, if applicable]