

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Address]

Subject: Request for GST Exemption

Dear [Recipient's Name],

We are writing to formally request the GST exemption for [Charity Name], registered under [Charity Registration Number], as a charitable organization under [Relevant Tax Legislation].

[Charity Name] is dedicated to [brief description of your charity's mission and activities]. As a registered charity, we rely on donations and grants to support our initiatives and serve our community effectively.

We kindly request that you grant us an exemption from the Goods and Services Tax for the following reasons:

1. [Reason 1: Describe why the exemption applies]
2. [Reason 2: Additional support for the request]

Attached to this letter, you will find our registration documents and other supporting materials. We appreciate your consideration and support of our mission. If you require any additional information or documentation, please do not hesitate to contact us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Charity Name]

[Your Contact Information]

[Your Email Address]