

[Your Institution's Letterhead]

[Date]

To,

[Recipient's Name]

[Designation]

[Department/Organization Name]

[Address]

[City, State, Zip Code]

Subject: GST Exemption Application for Educational Institution

Dear [Recipient's Name],

We, [Institution Name], located at [Institution Address], are a recognized educational institution engaged in [brief description of the institution and its activities]. We are writing to formally request GST exemption for our institution as per the provisions outlined in [relevant GST Act/Section].

Details of our institution are as follows:

- ****Institution Name:**** [Institution Name]
- ****GST Registration Number:**** [GST Number]
- ****Type of Institution:**** [e.g., School/College/University]
- ****Affiliated Board/University:**** [Name of the Board/University]

As an educational institution, we are committed to providing quality education and contribute to the overall development of our students. We believe that granting GST exemption will significantly support our operations and educational endeavors.

Enclosed with this letter are the necessary documents including:

1. Certificate of Registration
2. Affiliation Certificate
3. [Any other relevant document]

We kindly request your prompt attention to this matter and look forward to your favorable consideration. Should you require any further information or documentation, please feel free to contact us at [Phone Number] or [Email Address].

Thank you for your attention to this request.

Sincerely,

[Your Name]

[Your Designation]

[Institution Name]

[Contact Information]