

[Your Organization's Letterhead]
[Date]
[Recipient's Name]
[Recipient's Title]
[Recipient's Organization]
[Recipient's Address]
[City, State, Zip Code]
Subject: Request for GST Exemption

Dear [Recipient's Name],
We, [Your Organization's Name], are a registered non-profit organization under [insert relevant country/state jurisdiction]. Our organization is dedicated to [briefly describe your organization's mission and activities].

As we operate solely for the benefit of the community without any profit motive, we hereby request an exemption from the Goods and Services Tax (GST) for our activities, in accordance with the applicable laws governing GST exemptions for non-profits.
Please find attached the necessary documentation supporting our status as a non-profit organization along with our [insert any relevant registration numbers or certificates].

We would appreciate your prompt attention to this matter and look forward to your favorable response. Should you require any further information or documentation, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].
Thank you for your consideration.

Sincerely,
[Your Name]
[Your Title]
[Your Organization's Name]
[Your Organization's Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]
Attachments: [List any documents attached]