

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

Subject: GST Exemption Letter for Government Entities

Dear [Recipient's Name],

We are writing to confirm that [Your Organization's Name] is a government entity and is eligible for Goods and Services Tax (GST) exemption as per the applicable laws and regulations.

Details of our organization are as follows:

- Organization Name: [Your Organization's Name]
- GST Registration Number: [Your GST Number]
- Nature of Services: [Brief description of services provided]

As a government entity, we are not liable for GST on the services/products provided to us. We kindly request you to process our transactions accordingly and exempt us from GST charges.

Should you require any further documentation or clarification regarding our GST-exempt status, please do not hesitate to contact us.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Contact Information]

[Your Email Address]