

**\*\*[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],

I hope this letter finds you well. We, [Your Organization's Name], are writing to formally request GST exemption on behalf of our organization. Below are the relevant details pertaining to our request:

1. **\*\*Organization Details\*\***

- Name: [Your Organization's Name]
- Address: [Your Organization's Address]
- Registration Number: [Your Organization's GST Registration Number]
- Type of Organization: [Non-profit, charity, educational institution, etc.]

2. **\*\*Purpose of Request\*\***

- Briefly explain the mission and objectives of your organization.
- Highlight the specific programs or services that qualify for GST exemption.

3. **\*\*Legal Basis for Exemption\*\***

- Mention any relevant laws, regulations, or guidelines that support your request for exemption.
- Include any supporting documents or previous exemption approvals if applicable.

4. **\*\*Financial Impact\*\***

- Discuss how granting this exemption would positively affect your operations and the community you serve.

5. **\*\*Conclusion\*\***

- Reaffirm your appreciation for considering this request.
- Provide contact information for any follow-up questions or required documentation.

Thank you for your attention to this matter. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Contact Information]