

[Your Business Letterhead]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, ZIP Code]

Subject: GST Exemption Request

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a GST exemption for [Your Company Name] regarding our operations related to [specific goods/services].

[Provide a brief overview of your business and its activities, including justification for the exemption.]

We believe that we qualify for an exemption under [specify relevant GST exemption criteria or legislation], which includes [list any pertinent reasons or supporting documentation].

Attached are the necessary documents to support our request, including [list documents such as registration certificates, financial statements, etc.].

We appreciate your consideration of our request and hope for a prompt response. Should you need any further information or clarification, please do not hesitate to reach out to me directly at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title]

[Your Company Name]

[Your Company Registration Number]