

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[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.

I am writing to formally request a Goods and Services Tax (GST) exemption for [specific reason or project, e.g., "our non-profit initiative aimed at supporting underprivileged children"].

**\*\*Entity Details:\*\***

- Name of Organization: [Your Organization's Name]
- GST Registration Number: [Your GST Number]
- Type of Entity: [e.g., Non-profit, Educational Institution]

**\*\*Request Details:\*\***

- [Briefly explain the reason for the exemption request, including any pertinent details or benefits to the community.]

**\*\*Supporting Documents:\*\***

Enclosed with this letter are copies of the following documents to support our request:

1. [Document 1: Description]
2. [Document 2: Description]
3. [Additional documents, if any]

We believe that this exemption will greatly enhance our ability to [explain the positive impact, e.g., "provide services to the community"].

Thank you for considering our request. We look forward to your positive response.

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization's Name]