

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company/Organization]

[Recipient Address]

[City, State, Zip Code]

Subject: GST Exemption Letter

Dear [Recipient Name],

I am writing to formally request the GST exemption for [specific goods/services] under the provisions of [refer to specific regulations or sections], as our organization, [Your Organization Name], is recognized as [state your status, e.g., a non-profit or educational institution].

Details of our organization are as follows:

- Organization Name: [Your Organization Name]
- Address: [Your Organization Address]
- GST Registration Number: [Your GST Number]

The exemption is sought for the following reasons:

1. [Reason #1]
2. [Reason #2]
3. [Additional relevant information]

Please find attached the necessary documentation to support our request, including:

- [Document 1]
- [Document 2]
- [Document 3]

We appreciate your attention to this matter and look forward to your favorable response. Should you require any additional information or clarification, 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 Name]

[Your Contact Information]