

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Subject: GST Exemption Notification

Dear [Recipient Name],

We are writing to inform you that [Your Company Name] has been granted a GST exemption under [mention relevant section or reason for exemption] effective from [effective date].

Details of the exemption are as follows:

- GST Exemption Number: [Exemption Number]
- Exemption Type: [Type of Exemption]
- Valid Until: [Expiration Date, if applicable]

As such, we kindly request that you update your records accordingly.

Please find attached any necessary documentation pertaining to the exemption for your reference.

Should you have any questions or require further details, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

[Attachment: Documentation]