

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Department/Organization Name]
[Address]
[City, State, ZIP Code]

Subject: Request for GST Exemption

Dear [Recipient Name],

I am writing to formally request an exemption from Goods and Services Tax (GST) for [specific purpose/community project/business activity] which is scheduled to occur on [date].

As a [brief description of your organization or activity and its purpose], we believe that our initiative aligns with the criteria for exemption under the [specific tax law or regulation].

We kindly ask for your consideration of our request and would be happy to provide any additional documentation or information needed to assist in your decision-making process.

Thank you for your time and support.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Organization Name]