

[Your Company's Letterhead]  
[Your Company Name]  
[Your Company 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: GST Exemption Verification

Dear [Recipient's Name],

We are writing to request your assistance in verifying the GST exemption status for [Your Company Name], GST Registration Number: [Your GST Number].

As per the requirements set forth, we would like to confirm our eligibility for GST exemption under [relevant section or act, e.g., Section 10 of the GST Act]. Attached to this letter, you will find the supporting documentation necessary for your verification process, including:

1. Copy of GST Registration Certificate
2. [List any additional documents, e.g., Exemption Certificate, relevant financial statements]

We appreciate your prompt attention to this matter and kindly request that you confirm our GST exemption status at your earliest convenience. Thank you for your cooperation. Please feel free to contact us should you require any further information.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]  
[Your Signature (if sending a hard copy)]