

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Subject: Application for GST Exemption

Dear [Recipient's Name],

We, [Your Company Name], hereby request for Goods and Services Tax (GST) exemption under [mention applicable section or regulation].

Details of our organization:

- Organization Name: [Your Company Name]
- GST Number: [Your GST Number]
- Nature of Business: [Description of Your Business]
- Address: [Your Business Address]

We believe that our organization qualifies for GST exemption due to [briefly state reason, e.g., being a non-profit organization, providing essential services, etc.].

Enclosed are the necessary documents supporting our request for exemption, including:

1. [Document 1]
2. [Document 2]
3. [Document 3]

We kindly request that you process our application at your earliest convenience. Should you require any further information or clarification, 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]