

[Your Company Letterhead]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, ZIP Code]

Subject: Request for GST Exemption

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request a Goods and Services Tax (GST) exemption for [specific service or product] provided by our organization.

We are eligible for GST exemption under the [specific section or rule] due to [state the reasons, e.g., non-profit status, educational purpose, etc.]. Attached are the necessary documents supporting our claim, including [list any attached documents, if applicable].

We appreciate your consideration of this request and look forward to your prompt response. Should you require any further information, please do not hesitate to contact me directly.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Company Name]