

[Your Company Letterhead]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Designation]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Subject: Request for GST Exemption

Dear [Recipient Name],

We are writing to formally request GST exemption for [specific purpose or project] in accordance with the provisions of [applicable laws or regulations].

Supporting documents attached:

1. [Document Title 1]

2. [Document Title 2]

3. [Document Title 3]

4. [Any additional documents]

We appreciate your attention to this matter and look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]