

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

[Recipient Name]
[Recipient's Title]
[Company Name]
[Company Address]

[City, State, ZIP Code]

Subject: Authorization for GST Payment

Dear [Recipient Name],

I, [Your Name], the authorized representative of [Your Company Name], hereby authorize [Recipient Name or Company Name] to make GST payments on our behalf for the period of [specify the period].

Details of the transaction are as follows:

- GST Registration Number: [Your GST Number]
- Amount: [Payment Amount]
- Due Date: [Payment Due Date]

This authorization shall remain in effect until [specify end date or state "until further notice"].

Should you have any questions, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,

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