

[Your Company Letterhead]

[Date]

To,

The Goods and Services Tax Officer,

[Address of the GST Office]

Subject: Authorized Signatory Letter for GST Compliance

Dear Sir/Madam,

This is to certify that the following individual(s) are authorized signatories for [Company Name] for the purpose of Goods and Services Tax (GST) compliance:

1. Name: [Authorized Signatory Name]

Designation: [Designation]

Signature: _____

2. Name: [Authorized Signatory Name]

Designation: [Designation]

Signature: _____

This authorization is valid until further notice.

We confirm that the signatories listed above are authorized to sign all GST-related documents on behalf of [Company Name].

Thank you for your attention to this matter.

Yours sincerely,

[Your Name]

[Your Designation]

[Company Name]

[Company Address]

[Contact Information]

[Email Address]