

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

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

[Company Address]
[City, State, ZIP Code]

Subject: GST Signatory Letter

Dear [Recipient's Name],

I, [Your Full Name], hereby declare that I am the authorized signatory for [Company Name], GST Number [GST Number].

This letter serves to confirm my authority to operate on behalf of [Company Name] concerning all matters related to Goods and Services Tax (GST).

I request you to acknowledge this letter as a formal statement of my authority as a signatory.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Designation/Position]

[Company Name]