

[Your Company Letterhead]

[Date]

To,

The GST Officer,

[GST Department Address]

Subject: Authorization of Signatory for GST Matters

Dear Sir/Madam,

We, [Your Company Name], having GSTIN [Your GST Number], hereby authorize the following individual to act as our authorized signatory for all GST-related matters:

****Name of Authorized Signatory:**** [Full Name]

****Designation:**** [Designation]

****Contact Number:**** [Phone Number]

****Email ID:**** [Email Address]

This authorization includes, but is not limited to, signing and filing GST returns, responding to queries, and performing any other activities necessary for compliance with the Goods and Services Tax laws.

This authority is effective from [Start Date] and will remain in effect until [End Date/Indefinite].

Please update your records accordingly.

Thank you.

Sincerely,

[Your Name]

[Your Designation]

[Your Company Name]

[Your Company Address]

[Contact Number]

[Email ID]