

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Subject: Signatory Letter for GST Registration

Dear [Recipient's Name],

I, [Your Name], the undersigned, hereby confirm that I am authorized to sign the GST registration documents on behalf of [Company/Organization Name].

Company Details:

- Company Name: [Company Name]
- GSTIN: [GST Identification Number]
- Address: [Company Address]
- Contact Number: [Company Contact Number]

I understand that by signing these documents, I am affirming my commitment to comply with all applicable GST regulations and reporting obligations.

Please find attached the necessary documents for your reference.

Thank you for your assistance in this matter.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Position/Title]
[Company/Organization Name]