

[Your Company Letterhead]

[Date]

To,

The Goods and Services Tax Department

[Department Address]

Subject: Authorization of Signatory for GST Compliance

Dear Sir/Madam,

I, [Your Name], the [Your Designation] of [Company Name], hereby authorize [Authorized Signatory's Name], holding the position of [Authorized Signatory's Designation], to act on behalf of [Company Name] for all matters related to Goods and Services Tax (GST).

This authorization includes the power to file GST returns, respond to any queries from the GST department, and perform any other necessary actions concerning our GST obligations.

The details of the authorized signatory are as follows:

- Name: [Authorized Signatory's Name]
- Designation: [Authorized Signatory's Designation]
- GSTIN: [Authorized Signatory's GSTIN]

This authorization is effective from [Start Date] and shall remain in effect until revoked in writing by the undersigned.

Thank you for your assistance in this matter.

Sincerely,

[Your Signature]

[Your Name]

[Your Designation]

[Company Name]

[Company Address]

[Contact Information]