

[Your Company Letterhead]

[Date]

To,

The Goods and Services Tax Department,

[Address of the GST Department]

Subject: Authorization of Signatory for GST Compliance

Dear Sir/Madam,

This is to inform you that we, [Your Company Name], having GST
Registration Number [Your GST Number], hereby authorize the following
individual as our signatory for all matters related to GST compliance:

Name of Signatory: [Full Name]

Designation: [Job Title]

Contact Number: [Phone Number]

Email Address: [Email Address]

This authorization is valid until further notice, and the signatory is
empowered to file GST returns, respond to queries, and handle all
communications relating to our GST obligations.

Thank you.

Sincerely,

[Your Name]

[Your Designation]

[Your Company Name]

[Your Company Address]

[Contact Number]

[Email Address]

[Signature]

[Company Seal/Stamp]