

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Authorization for GST Registration Signatory

Dear [Recipient Name],

We, [Company Name], located at [Company Address], hereby authorize [Name of Signatory] to act on behalf of our company for the purpose of completing the GST registration process with the [Relevant Tax Authority Name].

[Name of Signatory] holds the position of [Signatory's Job Title] within our organization and has the authority to sign all necessary documentation pertaining to the GST registration.

Please find the details of the authorized signatory below:

- Name: [Full Name]
- Position: [Job Title]
- Contact Number: [Phone Number]
- Email Address: [Email Address]

Should you require any further information or clarification, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Phone Number]

[Email Address]