

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Subject: GST Signatory Letter

Dear [Recipient Name],

We, [Your Company Name], hereby authorize the following individual(s) to act as our signatory(ies) for all matters related to Goods and Services Tax (GST) compliance:

1. [Signatory Name 1]

[Position]

[Contact Information]

2. [Signatory Name 2]

[Position]

[Contact Information]

This authorization is effective from [Start Date] and will remain in effect until further notice.

Please feel free to contact us at [Your Contact Information] should you require any further information or clarification regarding this authorization.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]