

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Authorization of Signatory for GST

Dear [Recipient Name],

We hereby authorize [Name of Authorized Signatory] to act on behalf of [Your Company Name] as the authorized signatory for all matters related to Goods and Services Tax (GST).

Details of the Authorized Signatory:

- Name: [Full Name]
- Designation: [Designation]
- PAN: [Permanent Account Number]
- Contact Number: [Phone Number]
- Email Address: [Email Address]

This authorization includes, but is not limited to, signing and filing GST returns, responding to queries from the tax authorities, and representing [Your Company Name] in all GST-related matters.

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

Please let us know if you require any further information or documentation.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Designation]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Contact Number]

[Email Address]

[Company Seal, if applicable]