

[Your Company Letterhead]

[Date]

[GST Office Address]

[City, State, Zip Code]

Subject: Official Signatory Letter for GST Registration

To Whom It May Concern,

We, [Company Name], having our registered office at [Office Address], hereby authorize the following individual(s) to act on our behalf for the purpose of GST registration:

1. \*\*Name:\*\* [Authorized Signatory Name]

    \*\*Designation:\*\* [Designation]

    \*\*Aadhaar/ID Number:\*\* [ID Number]

2. \*\*Name:\*\* [Additional Authorized Signatory (if any)]

    \*\*Designation:\*\* [Designation]

    \*\*Aadhaar/ID Number:\*\* [ID Number]

This letter confirms that the authorized signatory is empowered to sign and submit the necessary documents, forms, and communications pertaining to the Goods and Services Tax (GST) registration process.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Designation]

[Your Contact Information]

[Company Seal (if applicable)]