

[Your Name]
[Your Position]
[Your Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Recipient's Company Name]
[Recipient's Company Address]
[City, State, Zip Code]

Subject: Authorization for GST Signatory

Dear [Recipient's Name],

I, [Your Name], in my capacity as [Your Position] of [Your Company Name], hereby authorize [Authorized Signatory's Name] to act as the signatory for all matters related to Goods and Services Tax (GST) on behalf of [Your Company Name].

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

If you have any questions regarding this authorization, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Company Name]