

[Your Company Letterhead]

[Date]

To,

The [Relevant Authority/Department]

[Office Address]

[City, State, ZIP Code]

Subject: Authorized Signatory Letter for GST Compliance

Dear Sir/Madam,

This is to certify that [Name of the Authorized Signatory], holding the position of [Designation/Title] in [Company Name], is hereby authorized to act on behalf of [Company Name] for all matters relating to GST compliance, including but not limited to filing GST returns, making payments, and representing the company in any dealings with the GST department.

****Company Details:****

- Company Name: [Company Name]

- GSTIN: [GST Identification Number]

- Address: [Company Address]

****Authorized Signatory Details:****

- Name: [Authorized Signatory's Name]

- Position: [Authorized Signatory's Position]

- Contact Number: [Authorized Signatory's Contact Number]

- Email: [Authorized Signatory's Email]

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

Thank you.

Sincerely,

[Your Name]

[Your Designation]

[Company Name]

[Company Address]

[Contact Number]

[Email]