

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, ZIP Code]

Subject: Signatory Letter for GST Updates

Dear [Recipient Name],

We are writing to formally designate the following individuals as authorized signatories for all matters related to Goods and Services Tax (GST) updates for our company, [Your Company Name].

1. [Signatory Name 1]

Title: [Job Title]

Email: [Email Address]

Phone: [Phone Number]

2. [Signatory Name 2]

Title: [Job Title]

Email: [Email Address]

Phone: [Phone Number]

This authorization is effective as of [Start Date] and will remain in effect until further notice. Please direct all communications regarding GST updates to the above signatories.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]