

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

[Recipient Name]  
[Recipient's Position]  
[Department/Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Subject: Inquiry Regarding GST Registration

Dear [Recipient Name],

I hope this letter finds you well. I am writing to inquire about the process and requirements for Goods and Services Tax (GST) registration for my business, [Your Business Name], which is located at [Business Address].

We are considering registering for GST due to our projected turnover surpassing the threshold limit. However, I would like to seek clarification on the following points:

1. The documentation required for the GST registration process.
2. The timeline for the registration process once all documents are submitted.
3. Any associated fees or charges for the registration.
4. Details about the filing procedures and obligations post-registration.

I appreciate any guidance or resources you can provide regarding these matters. Thank you for your assistance, and I look forward to your prompt response.

Sincerely,

[Your Name]  
[Your Position, if applicable]  
[Your Business Name]  
[Your Signature, if sending a hard copy]