

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

To,

The GST Officer,
[GST Department Address]
[City, State, Zip Code]

Subject: Application for GST Registration

Dear Sir/Madam,

I, [Your Name], am writing to apply for Goods and Services Tax (GST) registration for my business. Below are the necessary details for your reference:

1. **Business Name:** [Your Business Name]
2. **Nature of Business:** [Type of Business]
3. **Business Address:** [Business Address]
4. **PAN of Business:** [Permanent Account Number]
5. **Contact Number:** [Your Contact Number]
6. **Email Address:** [Your Email Address]

I request you to kindly process my application at your earliest convenience. I have enclosed the required documents for your review.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending hard copy)]
[Your Name]