

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

To

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

Subject: Application for GST Registration

Dear Sir/Madam,

I am writing to apply for GST registration for my business as per the provisions of the Goods and Services Tax Act. Below are the details of my business:

1. ****Business Name:**** [Your Business Name]
2. ****Type of Business:**** [Nature of Business, e.g., Sole Proprietorship, Partnership, etc.]
3. ****Business Address:**** [Your Business Address]
4. ****PAN Number:**** [Your PAN]
5. ****Contact Number:**** [Your Contact Number]
6. ****Email ID:**** [Your Email ID]

I have enclosed all required documents including:

- PAN card copy
- Proof of business registration
- Address proof
- Bank account statement
- [Any other documents if necessary]

Kindly process my application for GST registration at your earliest convenience. I look forward to your positive response.

Thank you.

Sincerely,

[Your Name]
[Your Designation/Position, if applicable]
[Your Business Name]