

[Your Company Letterhead]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: GST Registration Confirmation

Dear [Recipient Name],

We are pleased to inform you that your Goods and Services Tax (GST) registration has been successfully processed. Below are the details of your GST registration:

**\*\*GSTIN:\*\*** [Your GSTIN]

**\*\*Registered Name:\*\*** [Your Registered Business Name]

**\*\*Status:\*\*** Active

**\*\*Date of Registration:\*\*** [Registration Date]

Please keep this letter for your records. If you have any questions regarding your GST registration or require further assistance, feel free to contact us at [Phone Number] or [Email Address].

Thank you for your prompt registration, and welcome to the GST regime!

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]