

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

[Recipient's Name]
[Department/Office Name]
[Address of GST Office]
[City, State, ZIP Code]

Subject: Application for GST Registration

Dear [Recipient's Name],

I am writing to submit my application for Goods and Services Tax (GST) registration for my business, [Business Name], which is located at [Business Address].

As per the requirements outlined by the GST authorities, I have included all necessary documents and information needed to process my application. My business activities mainly involve [brief description of business activities].

The details of my business are as follows:

- Business Name: [Business Name]
- Type of Business: [e.g., Sole Proprietorship, Partnership, Corporation]
- PAN Number: [Your PAN Number]
- Email Address: [Your Email Address]
- Phone Number: [Your Phone Number]
- Address of Business: [Complete Business Address]

Please find attached the following documents:

1. Proof of business registration
2. PAN Card
3. Address proof
4. Identity proof
5. Bank account statement

I kindly request you to process my application at your earliest convenience. Should you require any further information or clarification, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Designation (if applicable)]

[Business Name]